

# Funding Processes on the FloresHR Platform



## FloresHR Benefit Accounts Employer Portal Payroll Funding Flow

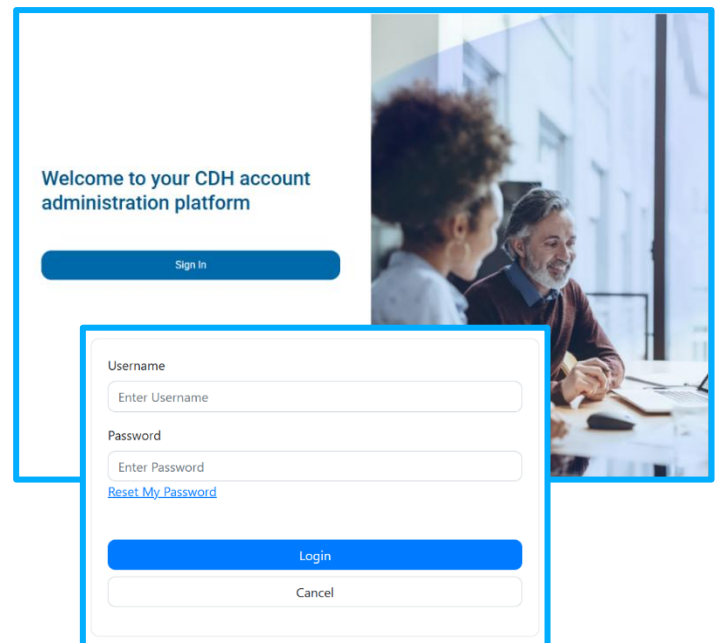
A step-by-step guide on how to submit contributions through the Employer Portal.

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### Getting Started: Logging In

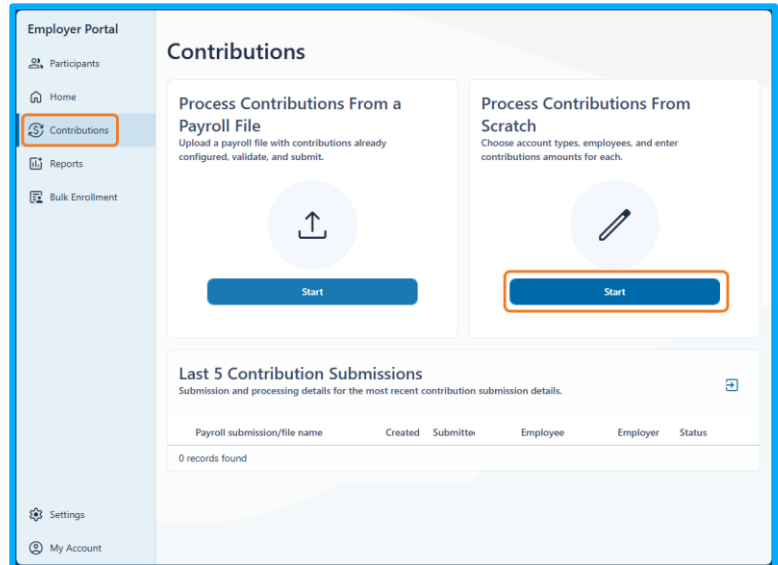
1. Log in to FloresHR Employer Portal
  - a. Navigate to <https://app.wealthcareadmin.com/>
  - b. Enter your login credentials



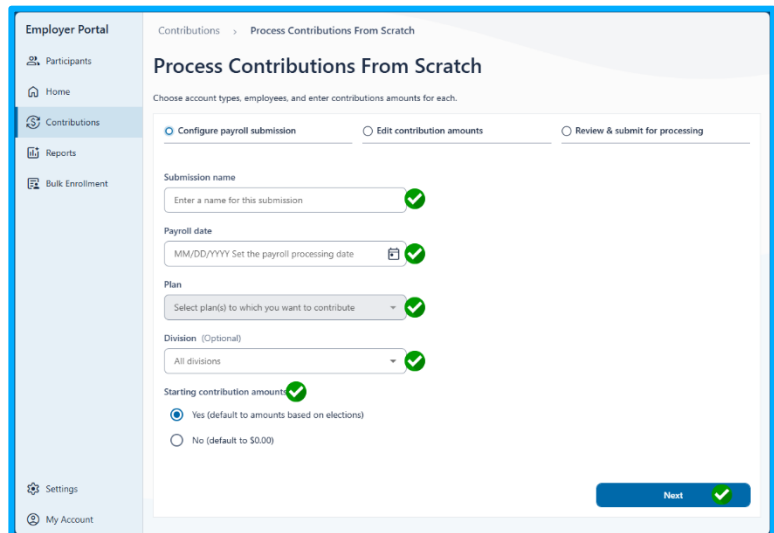
# Contributions App

1. Select **Contributions**
2. Select one of the two options
  - a. Process Contributions from a Payroll File
    - i. If this option is selected, skip to step 4 in this section
  - b. Process Contributions From Scratch
    - i. Select **Start**

**Note:** To use Process Contributions From Scratch, be sure you have first set up a per-pay calendar with your FloresHR Account Manager.

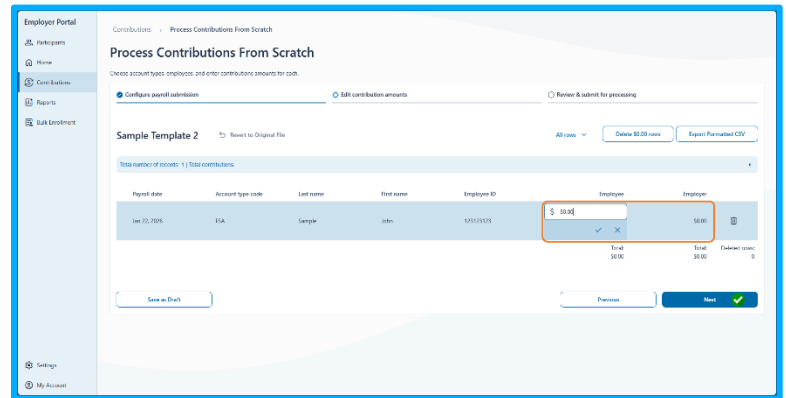


3. Processing Contributions From Scratch
  - a. Enter **Submission Name**
  - b. Enter **Payroll date**
  - c. Select **Plan(s)**
  - d. Select optional **Division**
  - e. Select dial for **Starting contribution amounts**
  - f. Select **Next**



g. Edit participant amounts

- i. Click on **Employee** or **Employer** line
- ii. Enter the amount
- iii. Select the *check mark* to save amount

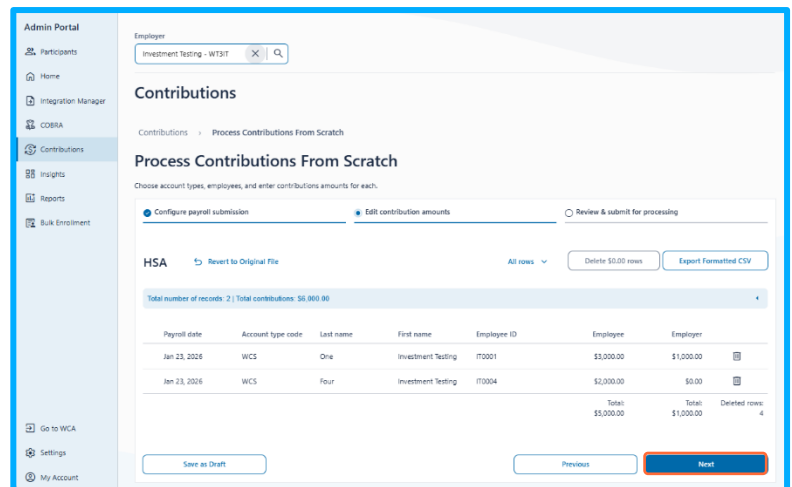


h. Select **Next**

- i. Optional – *Save as Draft* if needed for later use

i. Review and make any edits if necessary on this step

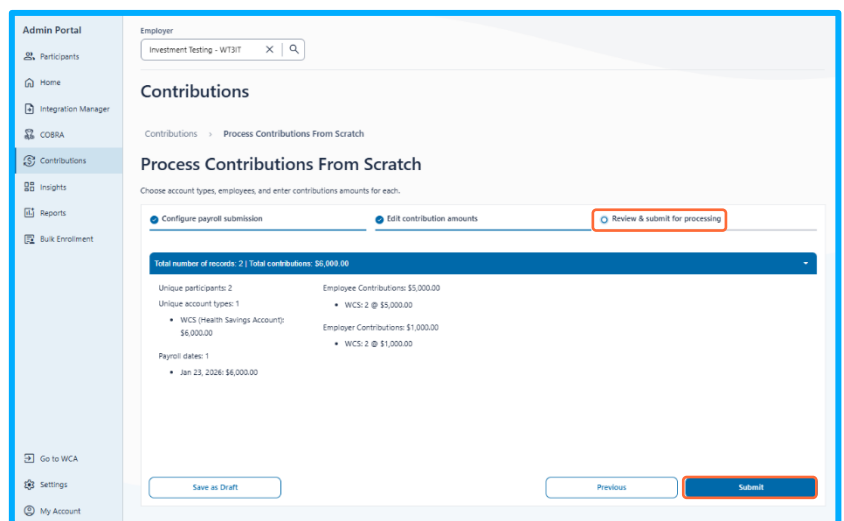
- i. If edits are needed, click the amount under the column needed and update the amount
- ii. Select the check mark to save the amount



j. Select **Next**

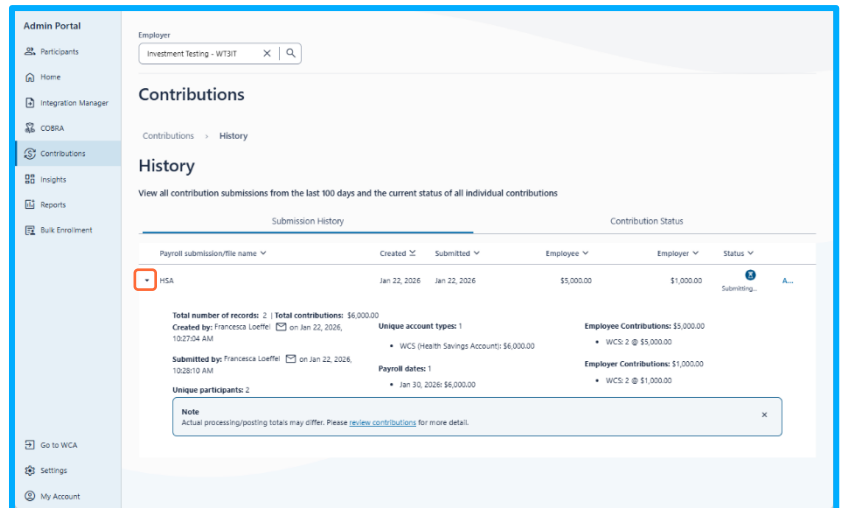
k. On the final step, **Review & submit for processing**, review the contributions one last time

l. Select **Submit**

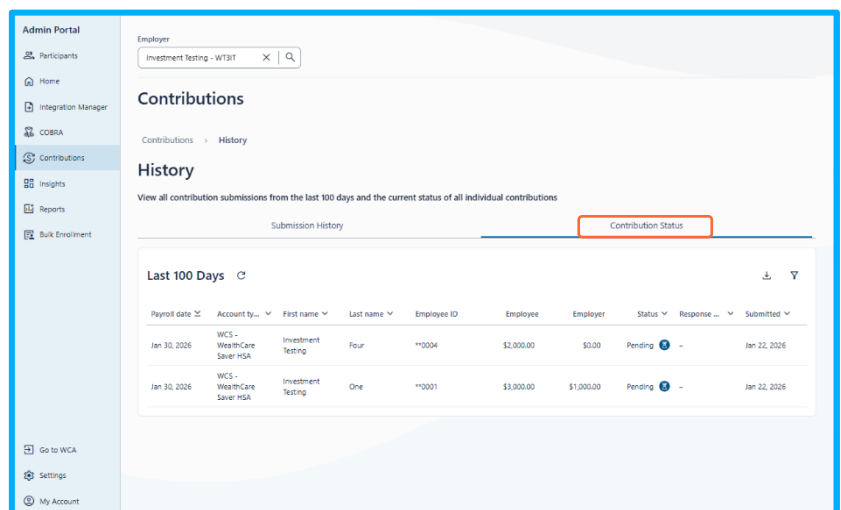


m. After selecting Submit, users will be redirected to the History page which shows the status of the contributions submitted

- i. Expand the Payroll submission/file name to view the details



n. The **Contribution Status** tab will show the status of the contributions submitted and any other contributions for the last 100 days

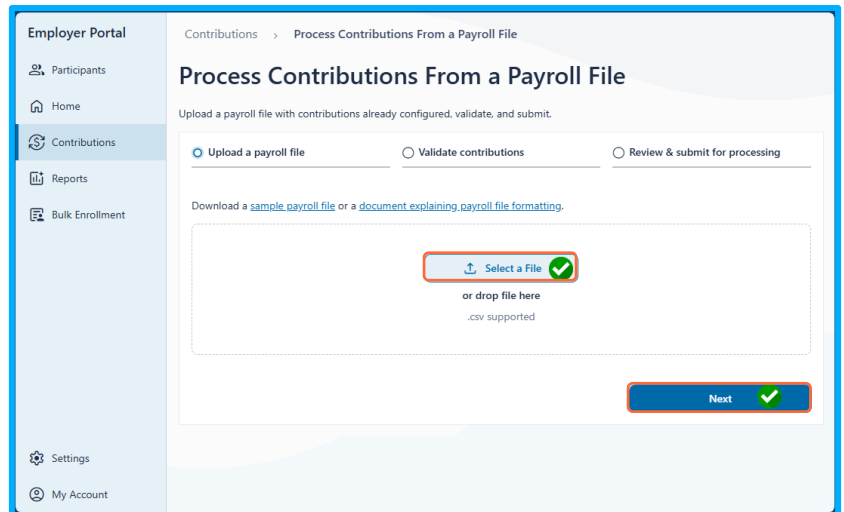


#### 4. Process Contributions From a Payroll File

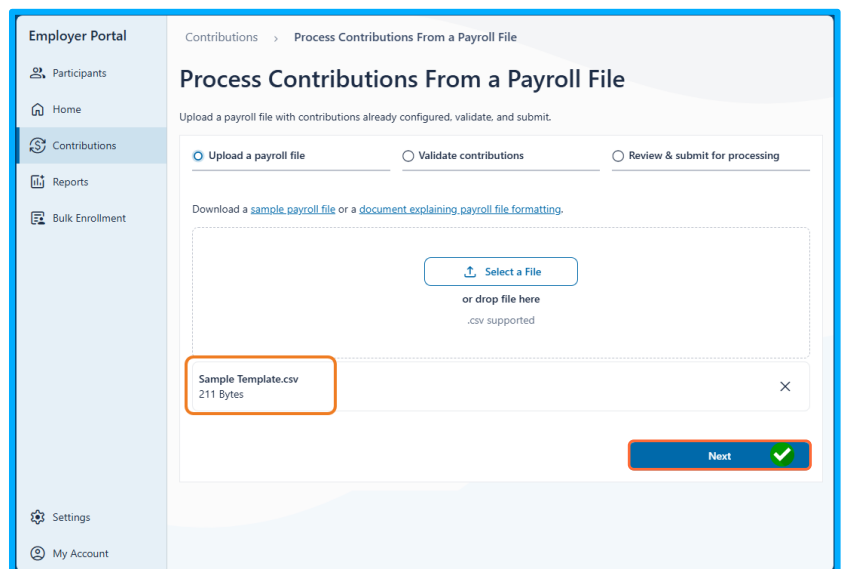
- a. Select Start under Process Contributions From a Payroll File
- b. Drag and Drop the payroll file or use the **Select a File** option

**Tip:** You can [download a table of Account Type Codes](#) for quick reference

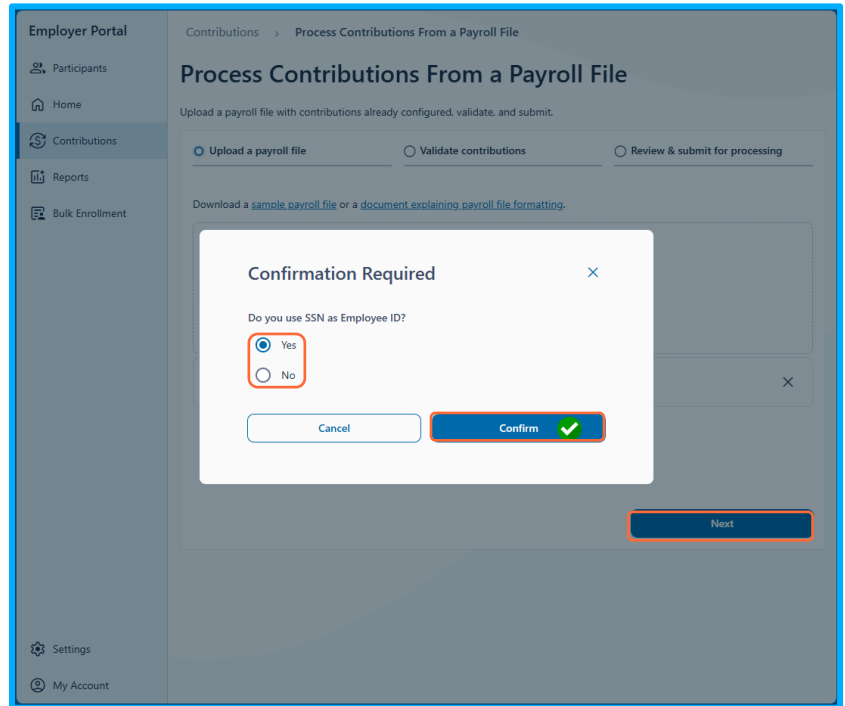
- c. Select **Next**



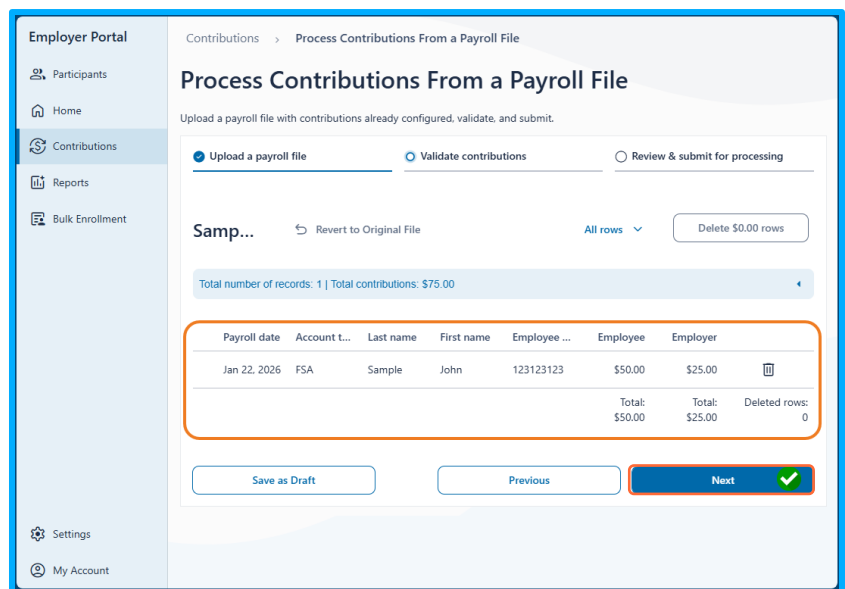
- d. Confirm the selected payroll file is the one desired
- e. Select **Next**



- f. If prompted, select dial for **Yes** or **No** to confirm if using SSN as the Employee ID
- g. Select **Confirm**
- h. Select **Next**

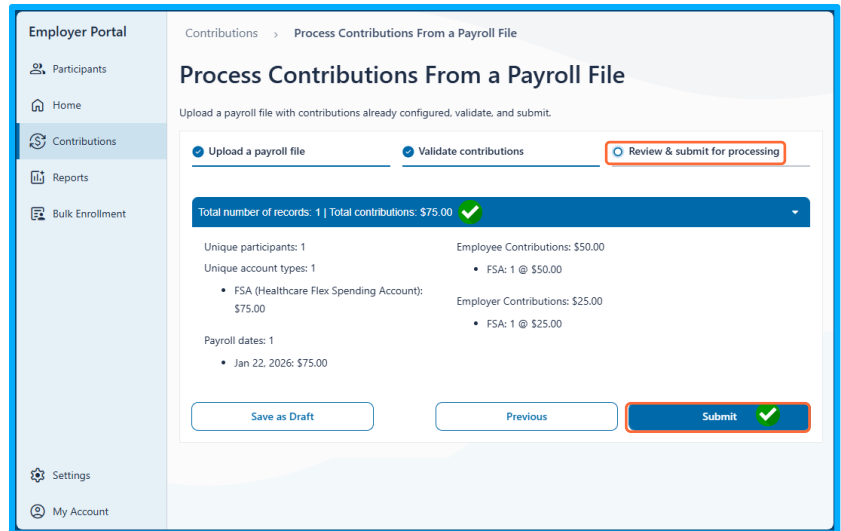


- i. Review the contributions
  - i. If not correct, select **Previous** to make additional edits and upload a new file
- j. Select **Next**



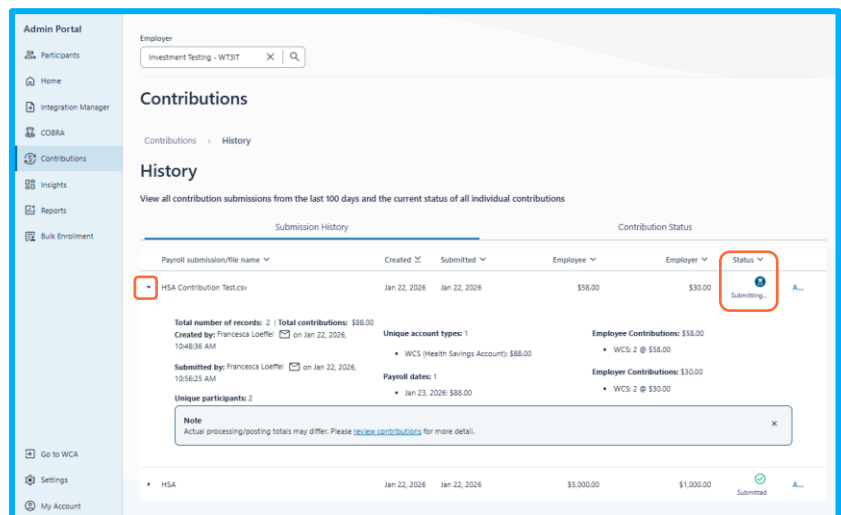
k. On the **Review & submit for processing** tab, review the contribution amounts before submitting

l. Select **Submit**

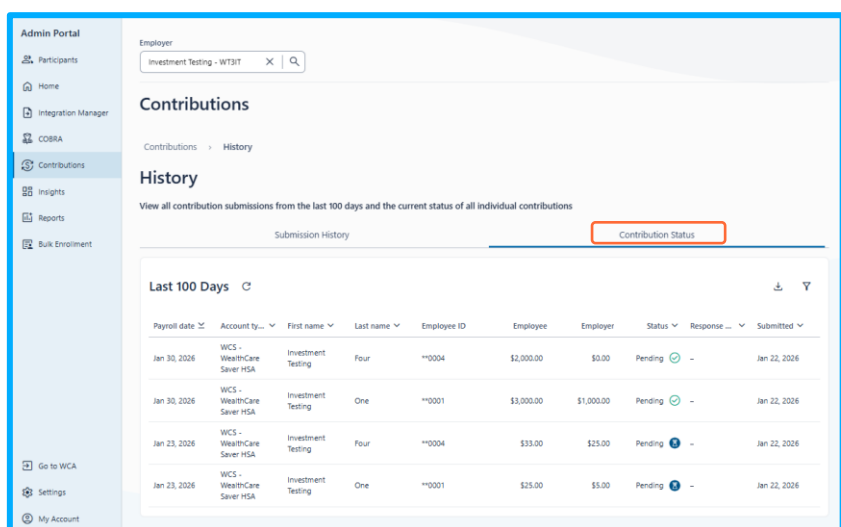


m. After selecting Submit, users will be redirected to the History page which shows the status of the contributions submitted

i. Expand the Payroll submission/file name to view the details

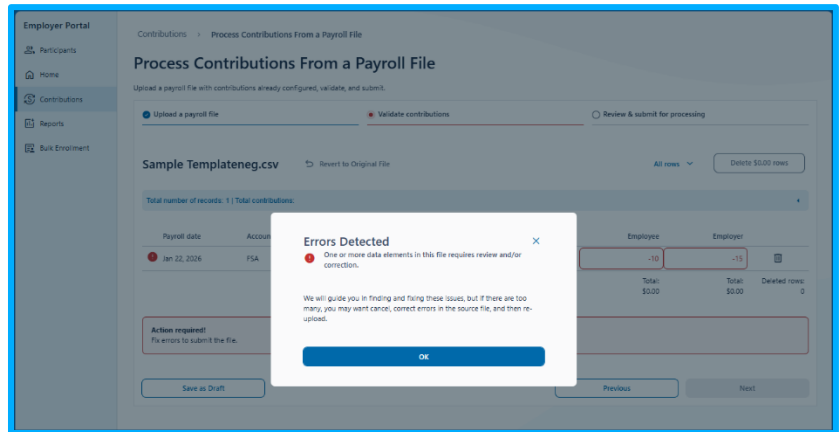


n. The **Contribution Status** tab will show the status of the contributions submitted and any other contributions for the last 100 days



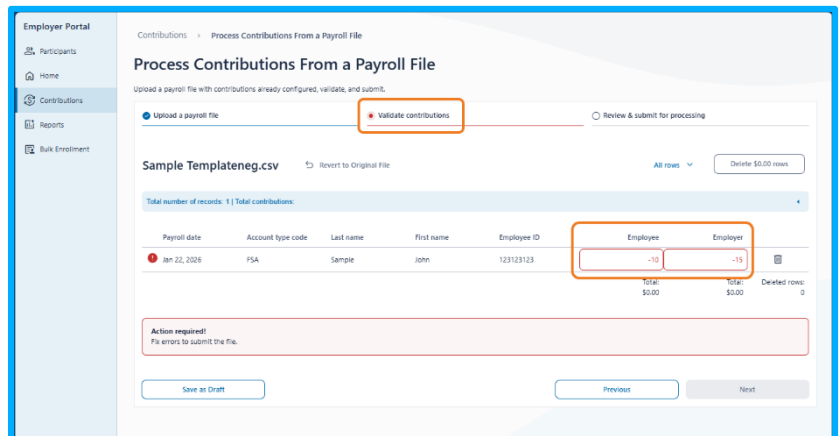
5. Encountering an error when processing contributions from a payroll file

- a. If information is entered that causes an error, the system will return an error message that will guide users how to fix the error

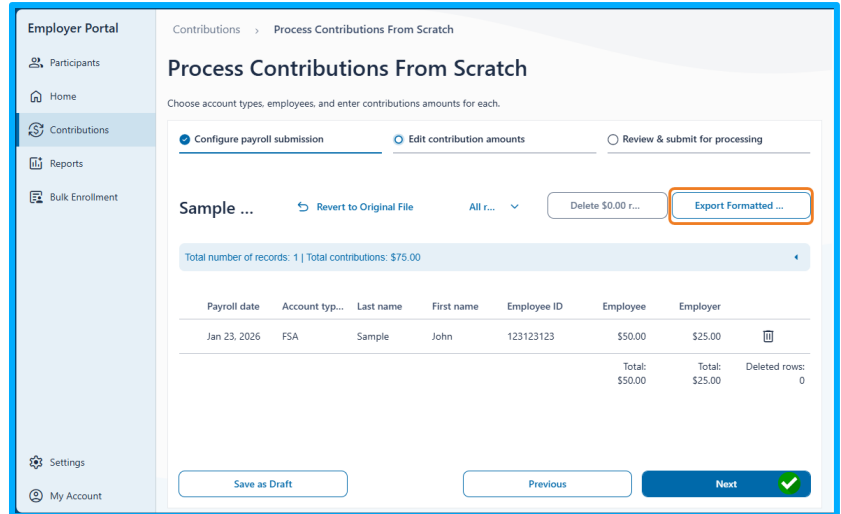


- b. The error displays in red and shows users what needs to be corrected

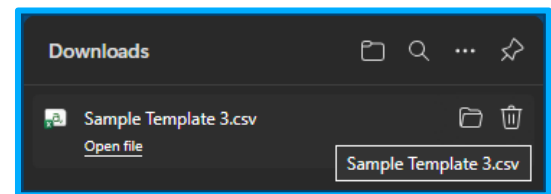
- i. Negative amounts cannot be submitted, so it will need to be rectified to move on to the next step



- c. To correct the errors, select **Export Formatted CSV**



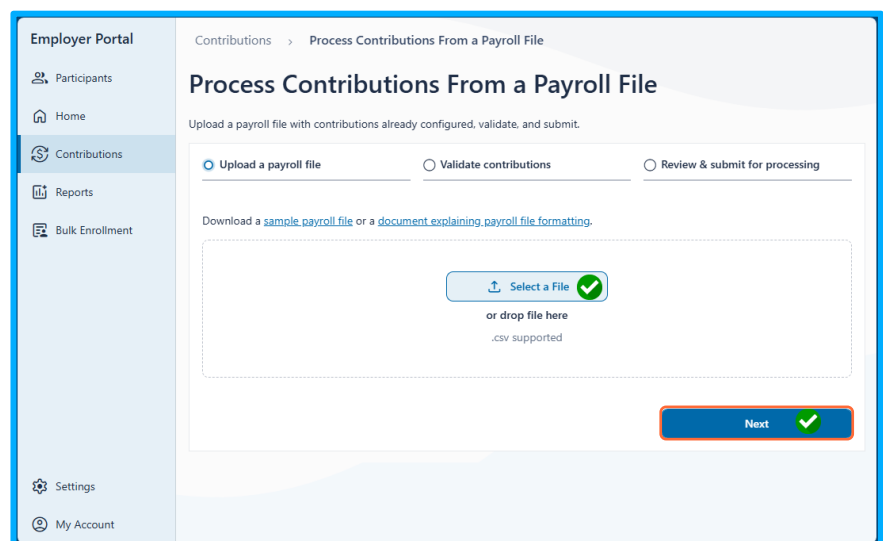
- d. Open Downloaded File



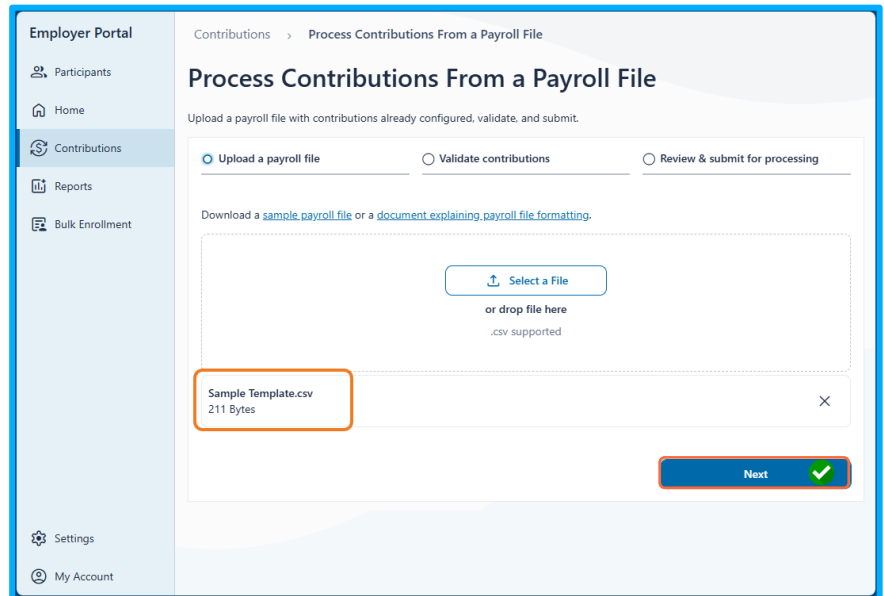
- e. Correct the errors

A	B	C	D	E	F	G	H	I
Payroll Date	Account Type	Last Name	First Name	Employee ID	SSN	Employee	Employer	Expedited
20260123	FSA	Sample	John	123123123		50	25	FALSE

- f. Exit the document and navigate back to the **Process Contributions From a Payroll File** page
- g. Select or drop the payroll file again to reprocess
- h. Select **Next**

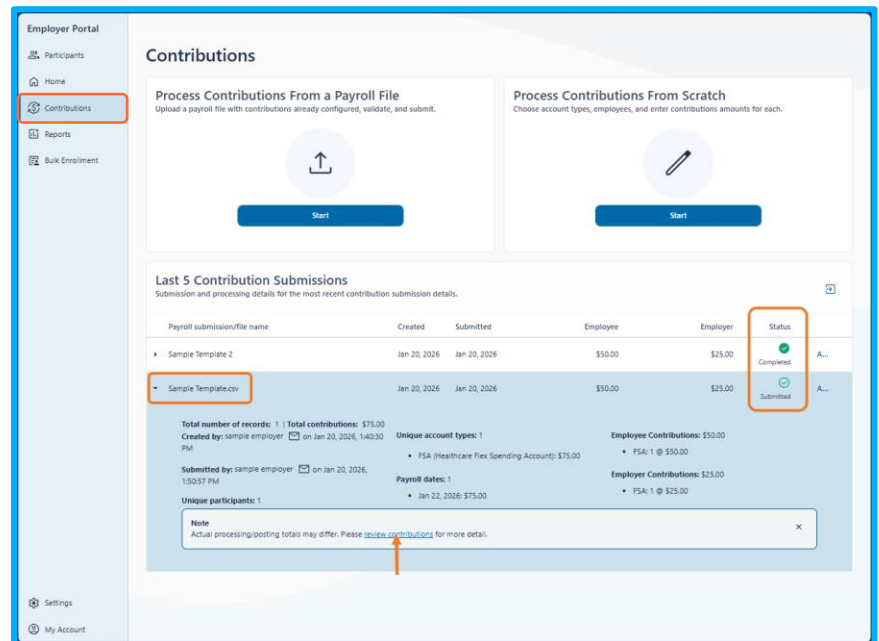


- i. Confirm the selected payroll file is the one desired
- j. Select **Next**
- k. Continue through submission as explained in sections 4 & 5

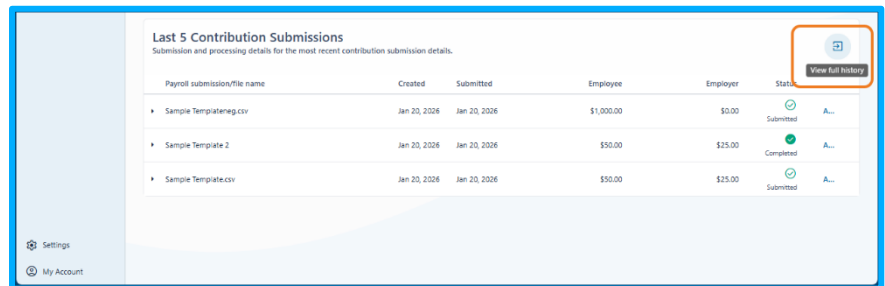


## Results of Previous Submissions

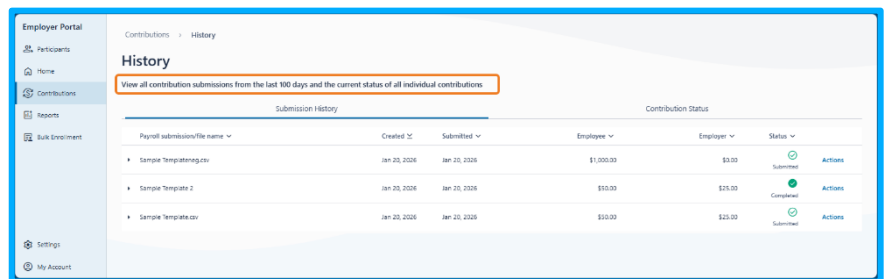
- 1. Select **Contributions**
- 2. Under **Last 5 Contributions Submissions** section, the last 5 contribution submissions and their statuses will display



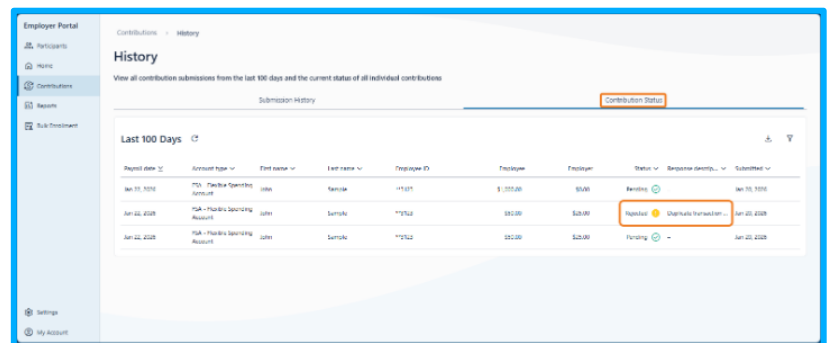
- To view more than the last 5 submissions, select the icon shown



- Users will be redirected to the History page where the submissions for the past 100 days is shown



- To see results of each transaction from a prior submission, while on the Contribution History screen, select the tab for **Contribution Status**

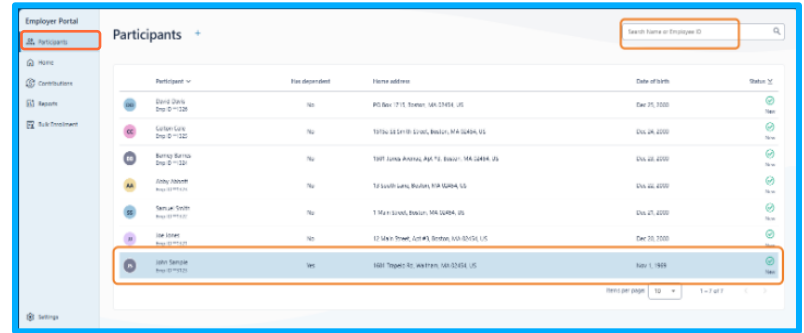


- The contributions from the last 100 days will be displayed along with the date submitted, amounts, and status

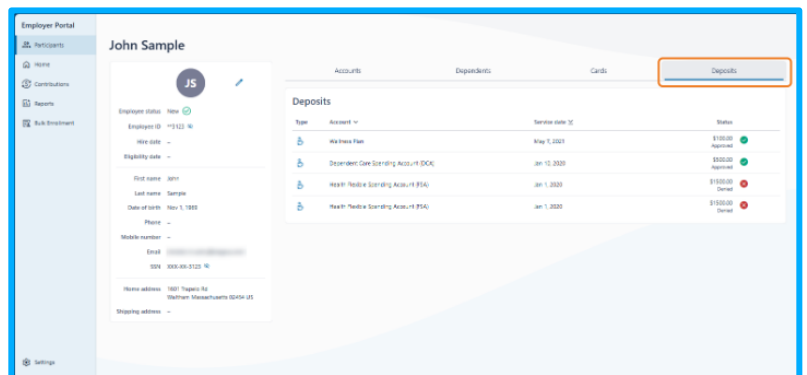
**Note:** Duplicate Transactions are determined by comparing the payroll date and the dollar amount per plan type

## View deposits posted to employee accounts

1. Select **Participants**
2. Search for the employee by name or employee ID (top right)
  - a. Can also select employee from the list



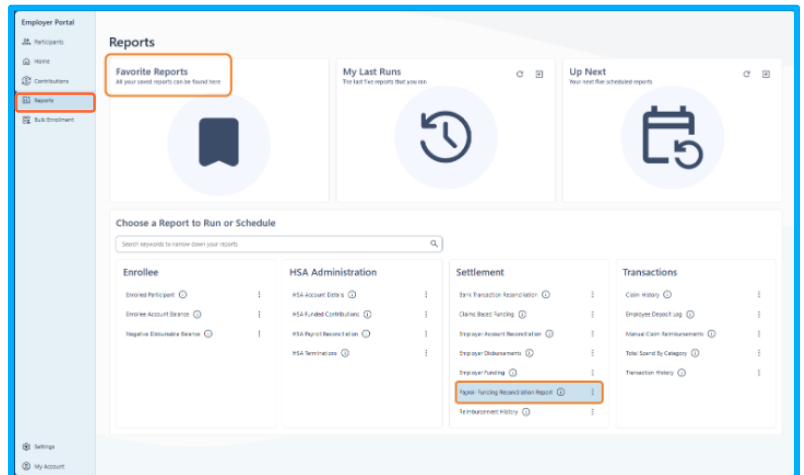
3. Select the **Deposits** tab
  - a. Only posted deposits will display along with the details including status
  - b. Only deposits posted or denied will display



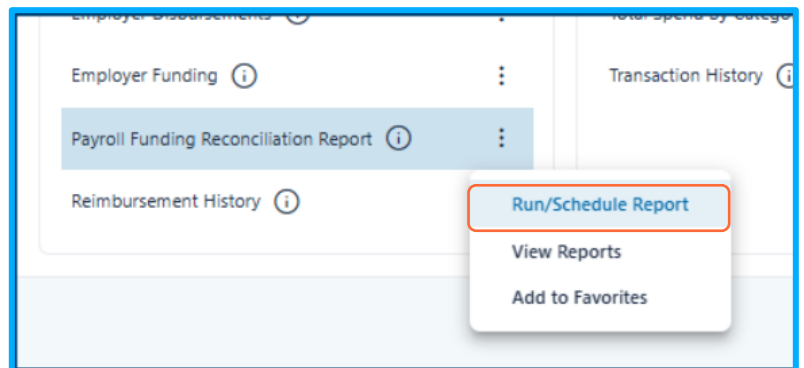
## Running Reports to Reconcile Invoices

To reconcile the activity to the employer funding invoice, user will need the invoice in hand to reference.

1. Select **Reports**
2. Select the **Payroll Funding Reconciliation Report**
  - a. Mark this report as favorite for quicker access



3. Select **Run/Schedule Report**



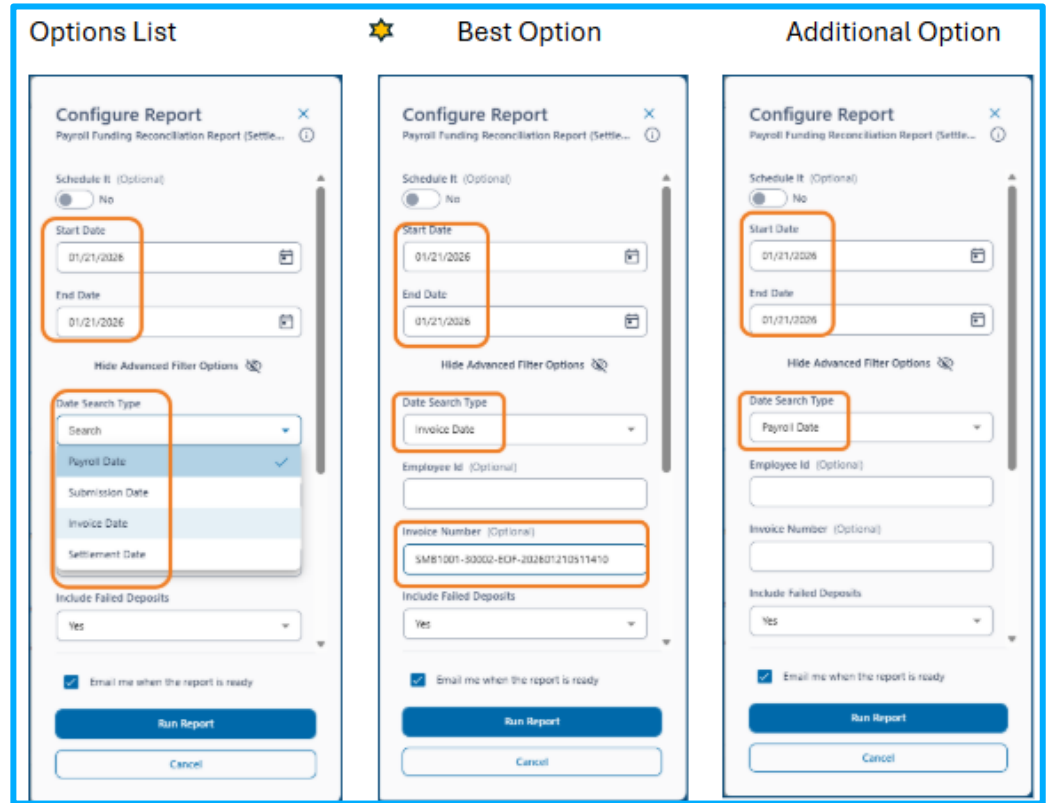
4. Enter **Date/Date Range** criteria

a. For best results, enter **Invoice Date**

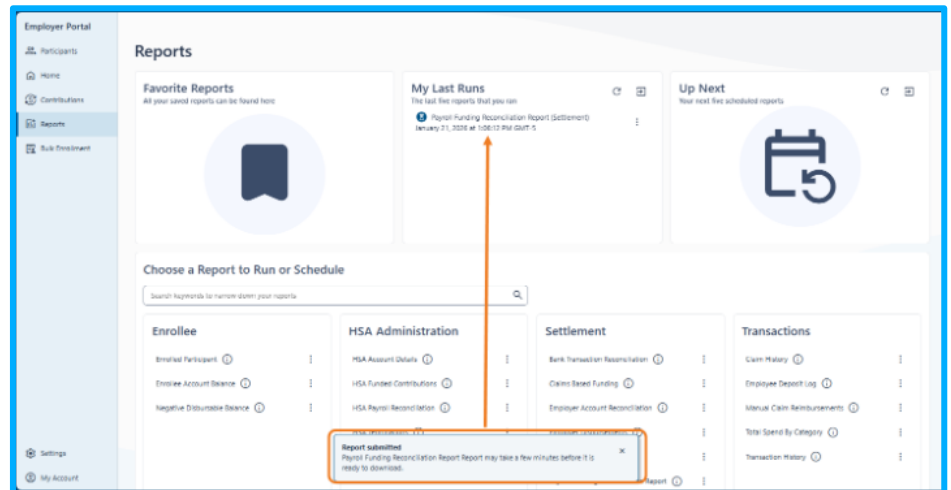
5. Under **Date Search Type**, select **Payroll Date**

6. Enter **Invoice Number** in the optional field

7. Select **Run Report**



8. Report will display under the section **My Last Runs**



9. When report is ready, select the **Kebar Menu**

10. Select **Download** to view report

