



Employer Portal Guide

CDH/Benefit Accounts

User Guide for Managing Participants, Cards, Contributions, and Reports

FloresHR.com

app.wealthcareadmin.com






800.532.3327

Contents

*Login and First-Time User Registration

1. Participant Management
 - 1.1 Search for a Participant
 - 1.2 Add a New Participant
 - 1.3 Enroll a Participant
 - 1.4 Edit or Terminate a Participant
 - 1.5 Manage Dependents
2. Card Management
 - 2.1 View Card Details
 - 2.2 Issue or Replace a Card
 - 2.3 Activate, Deactivate, or Report Lost/Stolen
3. Contributions Processing
 - 3.1 Upload Payroll File
 - 3.2 Process Contributions From Scratch
 - 3.3 View Submission History
4. Reporting
 - 4.1 Run a Report
 - 4.2 View or Download Reports
 - 4.3 Schedule a Report
 - 4.4 Manage Scheduled Reports
 - 4.5 Report Descriptions

Icon Reference

Icon	Action
	Add / Enroll Plan
	Edit
	Remove
	More options (tri-dot icon)
	Next / Continue

Login and First-Time User Registration

FloresHR Benefit Account URL for Employers: <https://app.wealthcareadmin.com>

Username: Your email address

Password: A temporary password is provided and only valid for your initial login. For your security, you'll be required to create a new password before accessing your account. No sensitive data is available until your password has been reset.

If you have forgotten your password, please contact your FloresHR Account Manager for password reset instructions.

1. Participant Management

1.1 Search for a Participant

1. Navigate to the **Participants** tab.
2. In the top-right search bar, enter Name, SSN (or last four digits), Email, or Phone Number.
3. Scroll to the bottom and click **Load more** to display additional results.
4. Click the **Status** column header to sort by New, Active, or Terminated.

Tip: Partial SSN or phone-number searches return matching records.



Participant ID	Name	Has dependent	Home address	Date of birth	Status
123456789	Arthur Bach	Yes	1212 Main Ave, SALT LAKE CITY, UT 84111, US	Apr 18, 1925	New
987654321	John Black	Yes	25 Main St, HENRIEVILLE, VA 24347, US	Apr 1, 2020	New
567890123	Tom Brady	Yes	0 West Hollywood Ave, BEVERLY HILLS, CA 90210, US	Jan 23, 2000	New

Figure 1. Search for a participant using filters.

1.2 Add a New Participant

1. In **Participants**, click the add button (**+**).
2. Fill out First Name, Last Name, Participant/Employee ID, Email, SSN (required for HSA), Hire Date, and Eligibility Date. **Please note: the employee's 9-digit SSN, entered without hyphens, is to be used as Participant ID unless employer has chosen to use another ID.** Click **Next** to go to address entry.
3. Enter Home Address and Shipping Address.
4. Click **Finish**.
5. When prompted, choose **Yes** to enroll now or **No** to return to your Participants list.

Note: SSN is mandatory to enroll in an HSA plan.

Participant ID	Has dependent	Home address	Date of birth	Status
Arthur Bach Emp ID: 11502	Yes	1212 Main Ave, SALT LAKE CITY, UT 84111, US	Apr 18, 1925	New
John Black Emp ID: 11503	Yes	25 Main St, HANNOVER, VA 24047, US	Apr 1, 2008	New
Tom Brady Emp ID: 11504	Yes	0 West Hollywood Ave, BEVERLY HILLS, CA 90210, US	Jul 23, 2000	New

Figure 2. Click **+** to begin adding a participant.

Figure 3. Fill in participant details.

Add Participant ×

Participant Information Address

Home address

0/55

0/55

Zip code State

City 0/30

Shipping address is same as home address

Shipping address (Optional)

0/55

0/55

Zip code (Optional) State (Optional)

City (Optional) 0/30

Figure 4. Enter home and shipping addresses.

1.3 Enroll a Participant

1. Locate the Participant and select **Accounts**.
2. Click **+ Enroll Plan**.
3. Enter **Account Effective Date** and click **→**.
4. From **Available Plans**, select the plan.
5. Choose Payroll Calendar and enter Employee and/or Employer election amounts.
6. Select First Deposit Date and click **→**.

7. Review the Shipping Address and order dependent cards if needed. Click →.
8. Preview plan details, funding, contributions, and cards. Click **Finish**.
9. At the prompt, choose **Skip** to return or **Yes, Add Account** to enroll another plan.

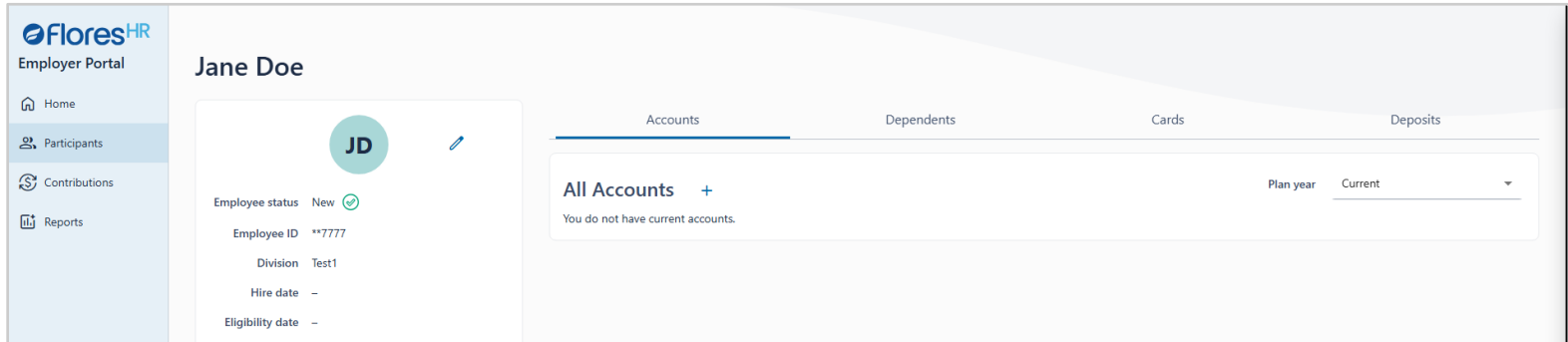


Figure 5. Participant Accounts tab to view/add/edit enrollment.

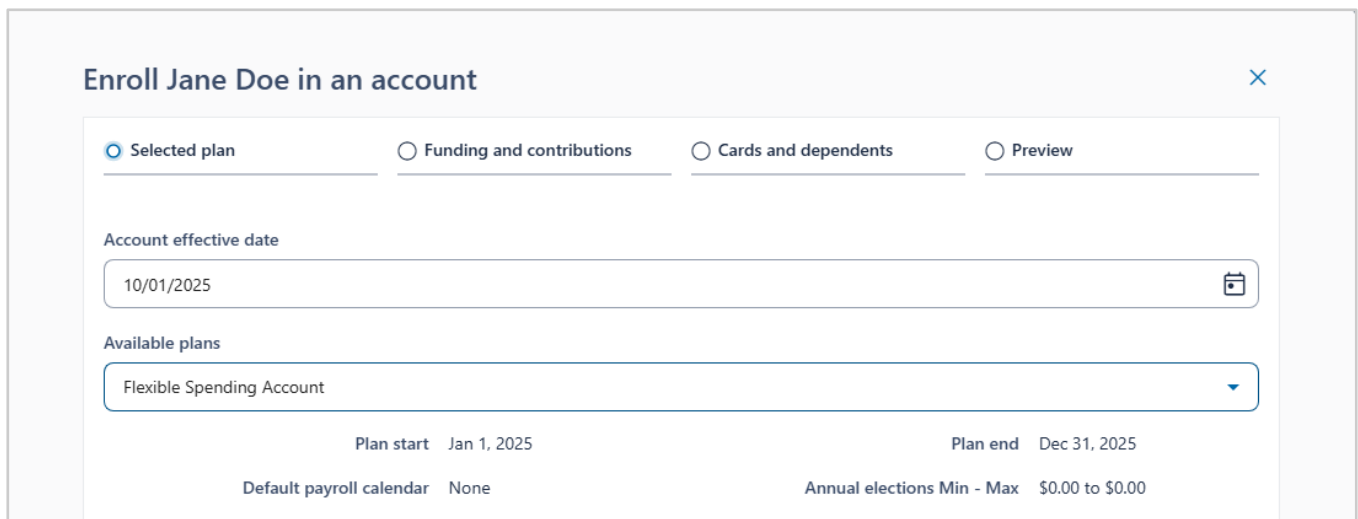


Figure 6. Steps to enroll a participant in a plan. Enter effective date and select the applicable plan.

Enroll Jane Doe in an account ✕

Selected plan
 Funding and contributions
 Cards and dependents
 Preview

Selected plan Flexible Spending Account Annual elections Min - Max \$0.00 to \$0.00
 Account effective date Oct 1, 2025

Payroll calendar

FLORESWKLY FRIDAY

Deposit interval

Annual election
 Per pay period

Employee annual election

Employer annual election

First deposit date

Employee per pay period	\$253.85	Employer per pay period	\$0.00
Employee last deposit adjustment	-\$0.05	Employer last deposit adjustment	\$0.00
Deposits remaining	13	Total annual contributions elected	\$3,300.00

Figure 7. Steps to enroll a participant in a plan. Enter enrollment details.

Enroll Jane Doe in an account ✕

Selected plan
 Funding and contributions
 Cards and dependents
 Preview

Do you want to issue card to Jane Doe? Yes
 (Optional)

Ship to: 2013 W Morehead St
 Charlotte North Carolina 28208 US

No dependents found.

Figure 8. Steps to enroll a participant in a plan. Issue card(s) to employee and any eligible dependents.

Enroll Jane Doe in an account ✕

Selected plan
 Funding and contributions
 Cards and dependents
 Preview

Selected plan

Selected plan	Flexible Spending Account	Annual elections Min - Max	\$0.00 to \$0.00
Account effective date	Oct 1, 2025		

Funding and contributions

Payroll calendar	FLORESWKLY FRIDAY	Total annual contributions elected	\$3,300.00
Employee annual election	\$3,300.00	Employer annual election	\$0.00
Employee per pay period	\$253.85	Employer per pay period	\$0.00
Employee last deposit adjustment	-\$0.05	Employer last deposit adjustment	\$0.00
Deposits remaining	13	First deposit date	Oct 3, 2025

Enrollees and cards

Jane Doe Ship to: 2013 W Morehead St, Charlotte, North Carolina 28208, US

Previous
Finish



Figure 9. Steps to enroll a participant in a plan. Preview and Finish.


1.4 Edit or Terminate a Participant

1. Find the Participant and click .
2. Choose one of:
 - **Edit Personal Info**
 - **Edit Address**
 - **Terminate Participant**
3. To terminate, enter Termination Date and click →.
4. Review and adjust account and dependent termination dates.
5. Click **Confirm**.

Note: After termination, a yellow banner displays the Participant's benefit end date.

Jane Doe



Employee status New 

Employee ID **7777

Division Test1

Hire date -

Eligibility date -

First name Jane

Last name Doe

Date of birth Jan 1, 1980

Phone 999-999-9999

Mobile number -

Email janedoe@email.com

SSN -

Home address 2013 W Morehead St
Charlotte North Carolina 28208 US

Shipping address 2013 W Morehead St
Charlotte North Carolina 28208 US

Accounts

Accounts +

not have current accounts.

- Edit Personal Info
- Edit Address
- Terminate Participant

Figure 10. Edit or terminate participant details.


Figure 11. Participant account overview.


1.5 Manage Dependents

1. Select the Participant and go to **Dependents**.
2. Click **+** to add a dependent. Enter First Name, Last Name, Relationship, and Date of Birth. Click **→**.
3. Enter or copy the Participant’s Home and Shipping addresses. Click **→**.
4. Select the accounts to link to the dependent. Click **→**.
5. Choose **Yes** to issue a card, confirm the Shipping Address, and click **Finish**.

Tip: After finishing, click **Skip** to return or **Yes, Add Dependent** to add another.

Jane Doe

JD 

Employee status New 

Employee ID **7777

Division Test1

Hire date -

Eligibility date -

First name Jane

Last name Doe

Date of birth Jan 1, 1980

Phone 999-999-9999

Mobile number -

Email janedoe@email.com

SSN -

Home address 2013 W Morehead St
Charlotte North Carolina 28208 US

Shipping address 2013 W Morehead St
Charlotte North Carolina 28208 US

Accounts Dependents

Dependents +


No dependents found.

Figure 12. Add and link dependents to accounts.

Add Dependent ×

Personal Information Address Link Account Issue Card

First name 0/50 Last name 0/50

Relationship ▼ Date of birth (Optional) MM/DD/YYYY 

[Next](#)

Figure 13. Add and link dependents to accounts.

Add Dependent ×

Personal Information
 Address
 Link Account
 Issue Card

Copy participant's addresses

Home address

0/55

0/55

Zip code State

City 0/30

Shipping address is same as home address

Shipping address (Optional)

0/55

0/55

Zip code (Optional) State (Optional)

City (Optional)

Figure 14. Add and link dependents to accounts.

Add Dependent ×


Personal Information
 Address
 Link Account
 Issue Card

Account	Plan start date	Plan end date	Plan id	Card eligible
<input type="checkbox"/> ⓘ Dependent Care Account	Jan 1, 2025	Dec 31, 2025	DCA	-
<input type="checkbox"/> ⓘ Flexible Spending Account	Jan 1, 2025	Dec 31, 2025	FSA	Yes

Figure 15. Add and link dependents to accounts.

Add Dependent

Personal Information Address Link Account Issue Card



Do you want to issue card? Yes
(Optional)

The card will be sent to the following shipping address. Please confirm.

Ship to: 2013 W Morehead St
CHARLOTTE North Carolina 28208 US

Figure 16. Add and link dependents to accounts.

Add Dependent

Do you want to add another dependent?

Figure 17. Add and link dependents to accounts.

2. Card Management

2.1 View Card Details

1. Open the Participant's record and select the **Cards** tab.
2. Review the timeline: Issued, Mailed, Expected, Activated, Expires.
3. Confirm the last four digits, cardholder name, and notes.

Tip: Switch the filter to “Past” to view expired or reissued cards.

The screenshot displays the Flores HR Employer Portal interface. On the left is a navigation sidebar with options: Home, Participants, Contributions, and Reports. The main content area is titled 'Flores HR' and shows a participant's record for 'FH'. A yellow banner at the top states 'Participant will be active until the end of the day on Aug 31, 2025'. Below this, there are tabs for 'Accounts', 'Dependents', 'Cards', and 'Transactions', with 'Cards' currently selected. Under the 'Cards' tab, there are two sub-tabs: 'Current/Future' and 'Past'. The 'All Cards' section shows a table with columns for Card number, Issued to, Active, Expires, and Status. One card is listed with card number 'XXXX-XXXX-XXXX-2982', issued to 'Flores HR', and expires on 'Apr 30, 2025'. Below the table, there is a detailed view for the selected card, showing a timeline from 'Issued on Jul 25, 2025' to 'Expires on Apr 30, 2025'. The timeline includes stages: Issued, Mailed, Expected, Active, and Expires. A yellow banner above the timeline states 'The card will remain active until the end of the day on Aug 31, 2025'. The cardholder's name is 'Flores HR' and the last four digits are 'XXXX-XXXX-XXXX-2982'. The card was last updated on 'Aug 1, 2025'.

Figure 18. View card status and history.

2.2 Issue or Replace a Card

1. In **Cards**, click **+ Issue Card** or select **Yes, issue a card now** when prompted.
2. Confirm the Shipping Address.
3. Click **Issue**.

Tip: Benefit cards will automatically be issued to new participants enrolled in a carded plan. Administrators need not issue a card for the primary account holder but may use this functionality to request a card for an eligible spouse or dependent, or to request a replacement card for the primary account holder.

The screenshot displays the 'Cards' management interface. At the top, there are tabs for 'Accounts', 'Dependents', 'Cards', and 'Transactions'. Below these are filters for 'Current/Future' and 'Past'. The main section is titled 'All Cards' and contains a table with the following data:

Card number	Issued to	Active	Expire	Status
XXXX-XXXX-XXXX-2982	Flores HR	-	Apr 30, 2031	Lost/Stolen

Below the table, a detailed view for the 'Flores HR' card is shown. It includes a yellow banner with the text: 'The card will remain active until the end of the day on Aug 31, 2025'. A timeline shows the card's status: Issued on Jul 31, 2025, Mailed, Expected, Active, and Lost/Stolen. A note at the bottom reads: 'Employee emailed HR they lost their wallet and Flores card.' An 'Issue Card' button is visible in the bottom right corner.


Figure 19. Issue or replace a benefit card.

The screenshot shows a modal window titled 'Issue Card' for 'Flores HR'. The window contains the following information:

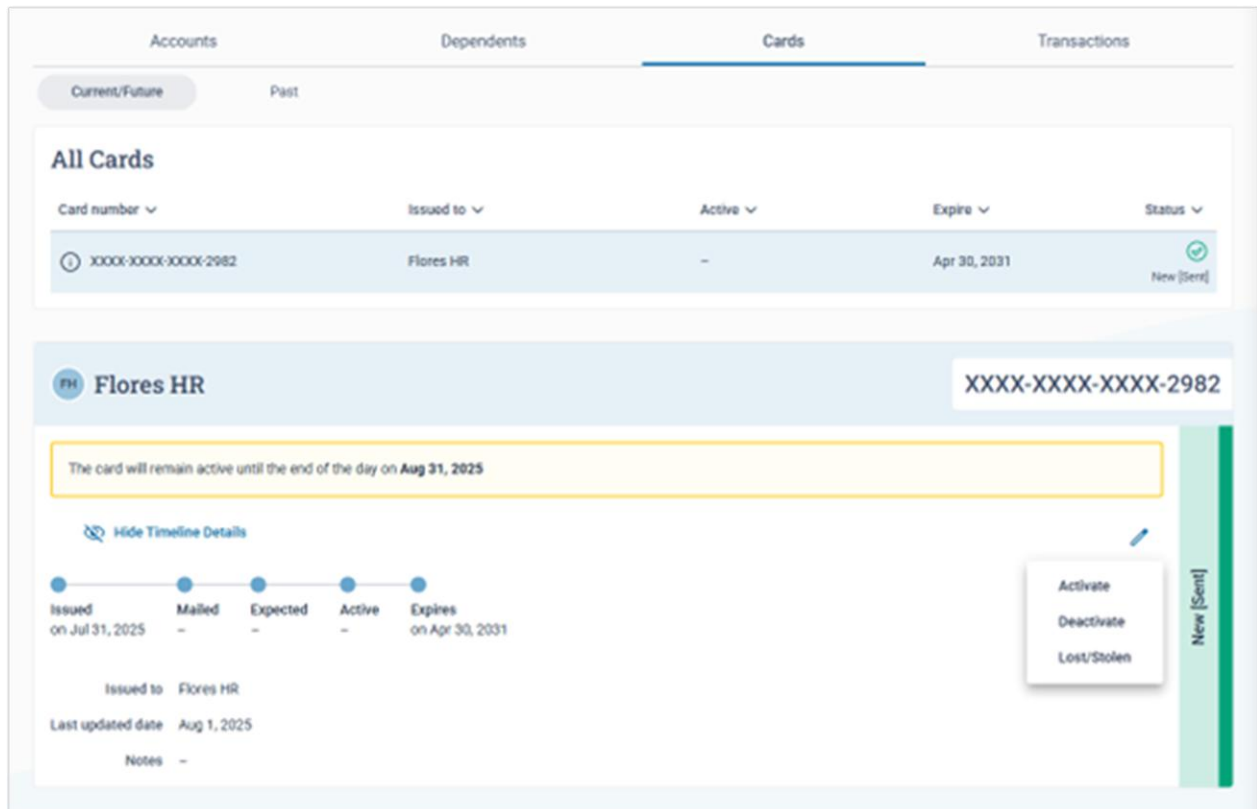
- A message: 'The card will be sent to the following shipping address. Please confirm.'
- Shipping address: 'Ship to: 2013 W Morehead St, CHARLOTTE North Carolina 28208 US'.
- A link: 'Want to update the address? [Click Here](#)'.
- Two buttons: 'Issue' (blue) and 'Cancel' (white).

Figure 20. Confirm address and issue card.

2.3 Activate, Deactivate, or Report Lost/Stolen

1. Click  next to the card.
2. Select one of:
 - **Activate**
 - **Deactivate**
 - **Lost/Stolen**
3. For Lost/Stolen, type **Yes** to confirm, add notes, and click **Confirm**.
4. For Deactivate, add notes and click **Confirm**.
5. For Activate, add notes and click **Confirm**.

Note: Lost/Stolen cards cannot be reactivated; deactivate instead if reactivation may be needed.



The screenshot displays the 'Cards' section of the Flores HR system. At the top, there are tabs for 'Accounts', 'Dependents', 'Cards', and 'Transactions'. Below these, there are sub-tabs for 'Current/Future' and 'Past'. The main area shows a table of cards with columns for 'Card number', 'Issued to', 'Active', 'Expire', and 'Status'. A single card is listed with the number 'XXXX-XXXX-XXXX-2982', issued to 'Flores HR', and an expiration date of 'Apr 30, 2031'. Below the table, a detailed view for the selected card is shown. It includes a yellow warning box stating 'The card will remain active until the end of the day on Aug 31, 2025'. A timeline shows the card's status: 'Issued on Jul 31, 2025', 'Mailed', 'Expected', 'Active', and 'Expires on Apr 30, 2031'. A dropdown menu is open, showing options for 'Activate', 'Deactivate', and 'Lost/Stolen'. The card is issued to 'Flores HR' and was last updated on 'Aug 1, 2025'.

Figure 21. Activate, deactivate, or report lost/stolen menu.

Mark as Lost/Stolen

Flores HR - XXXX-XXXX-XXXX-2982

Once confirmed, this action cannot be undone.

Type "Yes" to confirm

0/3

Add notes (Optional)

0/100

Confirm

Cancel

Figure 22. Mark card as lost/stolen.

Accounts
Dependents
Cards
Transactions

Current/Future

Past

All Cards

Card number	Issued to	Active	Expire	Status
XXXX-XXXX-XXXX-2982	Flores HR	-	Apr 30, 2031	Lost/Stolen

Flores HR

XXXX-XXXX-XXXX-2982

The card will remain active until the end of the day on **Aug 31, 2025**

[Hide Timeline Details](#)

●

●

●

●

●

Issued
on Jul 31, 2025
Mailed
-
Expected
-
Active
-
Lost/Stolen
-

Issued to: Flores HR

Last updated date: Aug 3, 2025

Notes: Employee emailed HR they lost their wallet and Flores card.

Issue Card

Figure 23. Card with lost/stolen status

Employer Portal Guide: CDH/Benefit Accounts | Page 19

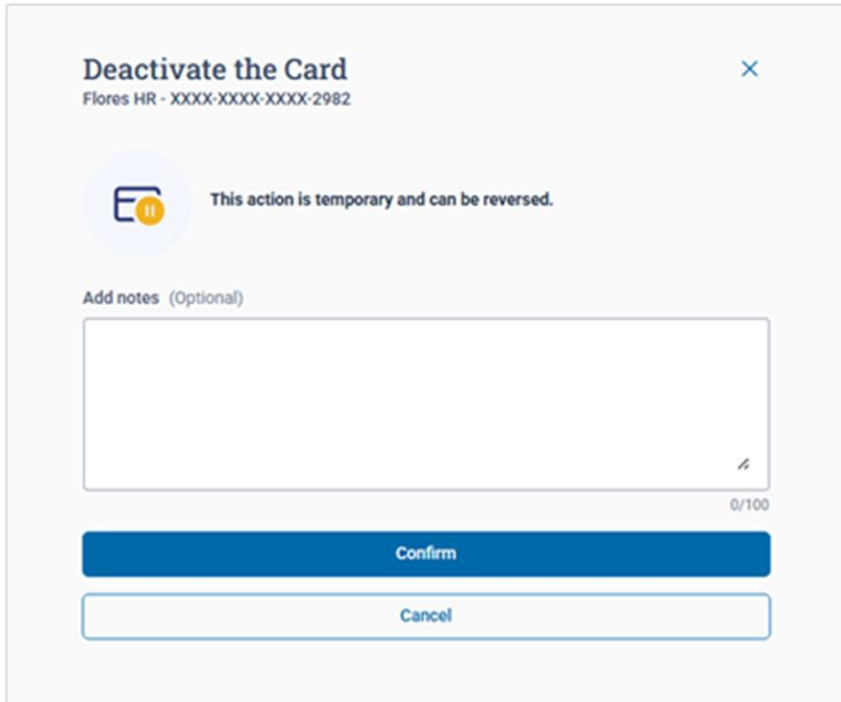


Figure 24. Temporarily deactivate a card.

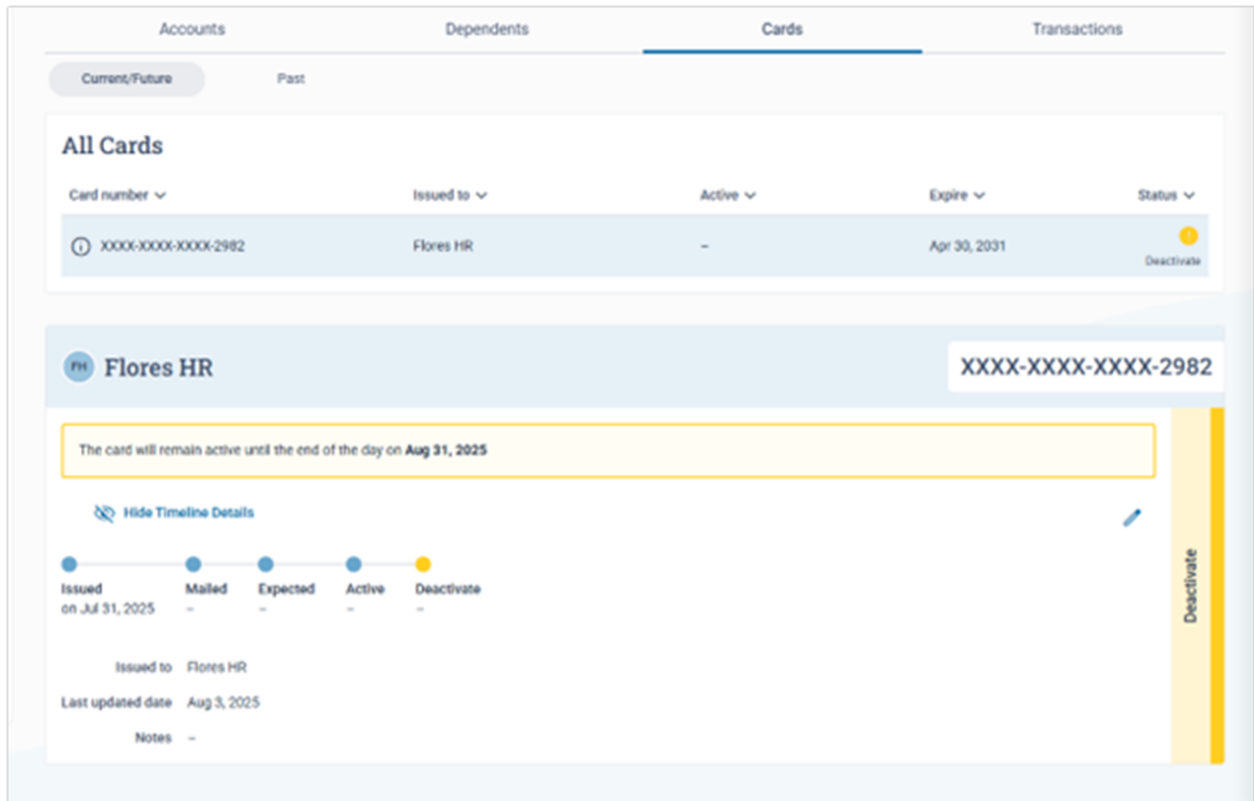


Figure 25. Deactivated card

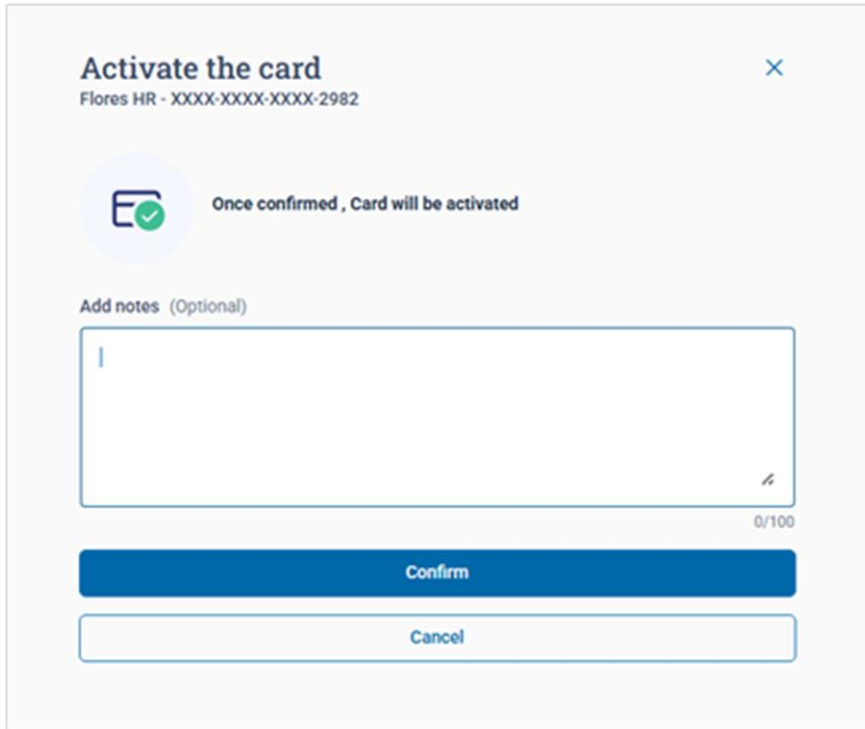


Figure 26. Activate card.

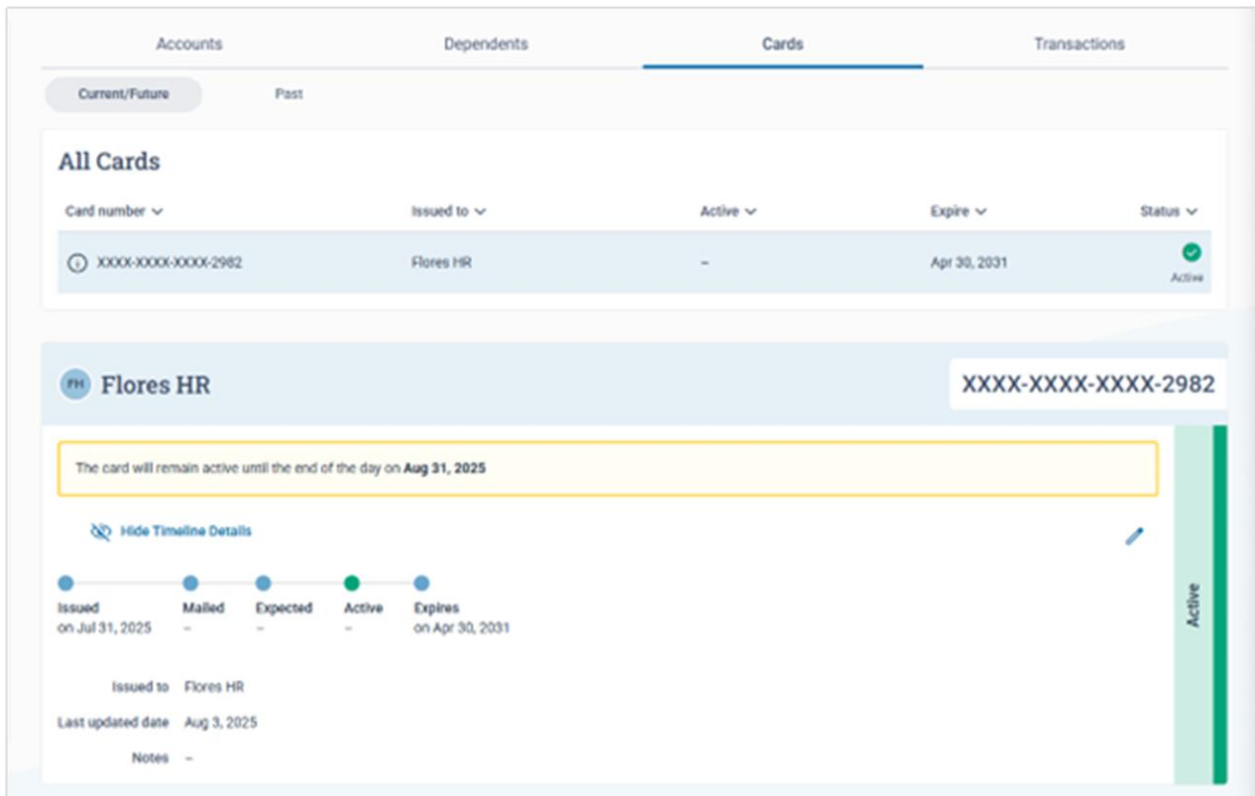


Figure 27. Active card.

3. Contributions Processing


3.1 Upload Payroll File

1. Go to **Contributions > Upload File**.
2. Select and upload your contribution file. A copy of the contribution file template can be downloaded here - <https://www.floreshr.com/platform-enhancement-guide/>
3. Review upload status and error messages.



Figure 28. Upload payroll contribution files.

3.2 Process Contributions From Scratch

1. In **Contributions**, click **Start** under “Process From Scratch.”
2. Enter Submission Name, Payroll Date, Plan(s), and Division (if applicable). Click →.
3. Optionally select **Yes** to default amounts from elections.
4. Adjust Employee and Employer amounts or remove rows with .
5. Click →.
6. Review the summary of records and totals.
7. Click **Submit** or **Save as Draft**.

Tip: Live totals update record counts and contribution amounts.

Figure 29. Process contributions from scratch, step 1

Payroll date	Account type code	Last name	First name	Employee ID	Employee	Employer
Aug 1, 2025	DCA	Robb	Christopher	Test001	\$0.00	\$0.00
Aug 1, 2025	DCA	HR	Flores	9999	\$113.04	\$113.04

Figure 30. Process contributions from scratch, step 2

Unique participants: 2	Employee Contributions: \$113.04
Unique account types: 1	Employer Contributions: \$113.04
<ul style="list-style-type: none"> DCA (Dependent Care Account) \$232.08 	<ul style="list-style-type: none"> DCA 2 @ \$113.04 DCA 2 @ \$113.04
Payroll dates: 1	
<ul style="list-style-type: none"> Aug 1, 2025 \$132.28 	

Figure 31. Process contributions from scratch, step 3

3.3 View Submission History

1. Scroll to **Recent Submissions** in the **Contributions** tab.
2. Click the blue Action icon to **Edit**, **Submit**, **Delete**, or **Download** a submission.
3. Use the arrow icon to view up to 100 days of history.

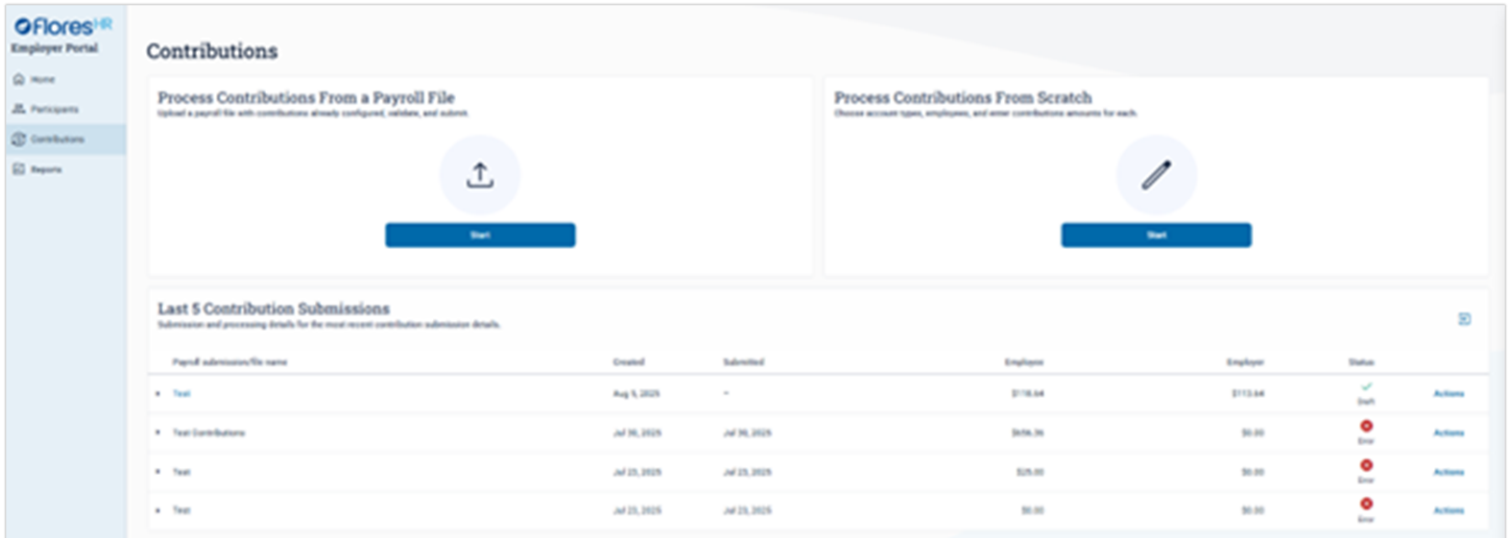


Figure 32. Review and manage past submissions.

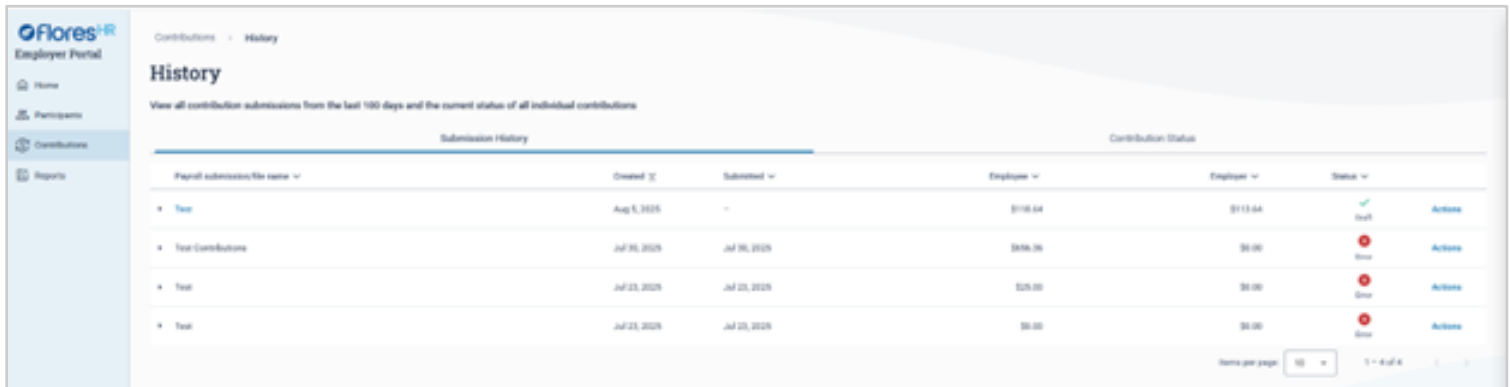


Figure 33. Submission History.

4. Reporting

4.1 Run a Report

1. Navigate to the **Reports** tab.
2. Under the desired category (e.g., Enrollment, HSA), hover over the info icon to view report details.
3. Click **Configure/Run Report**.
4. (Optional) Check **Email me when ready** to receive the report via email.
5. Click **Run Report**.

Tip: Use **Show Advanced Filter Options** to include dependents, filter by account or status, set date ranges, and choose format (XLSX or PDF).

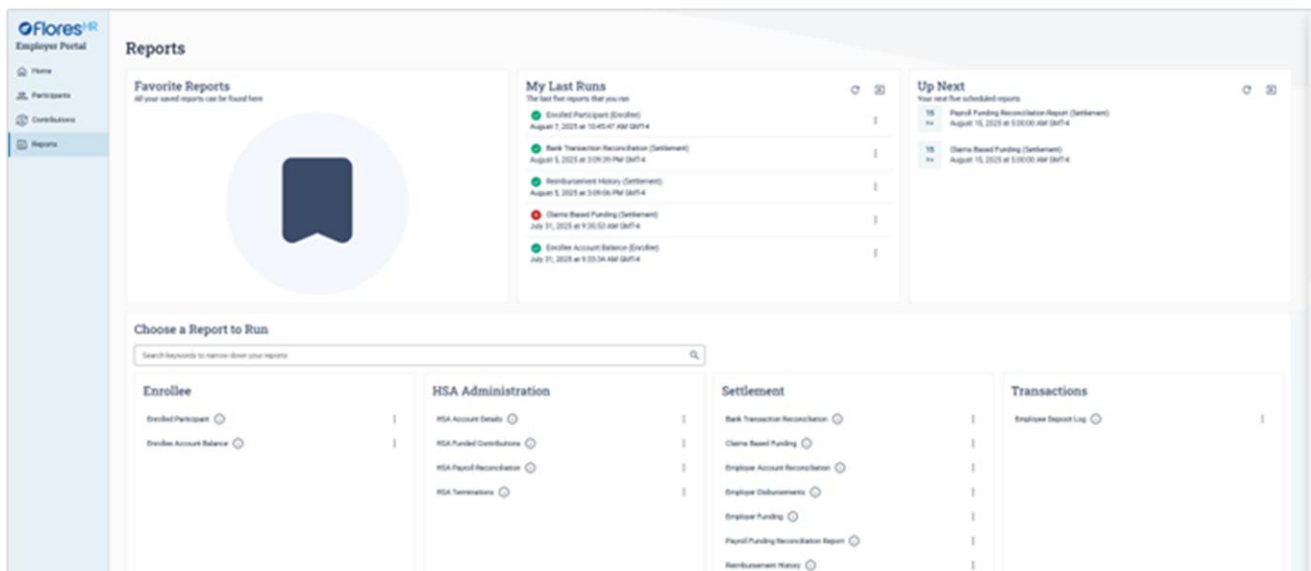


Figure 34. Reports tab.

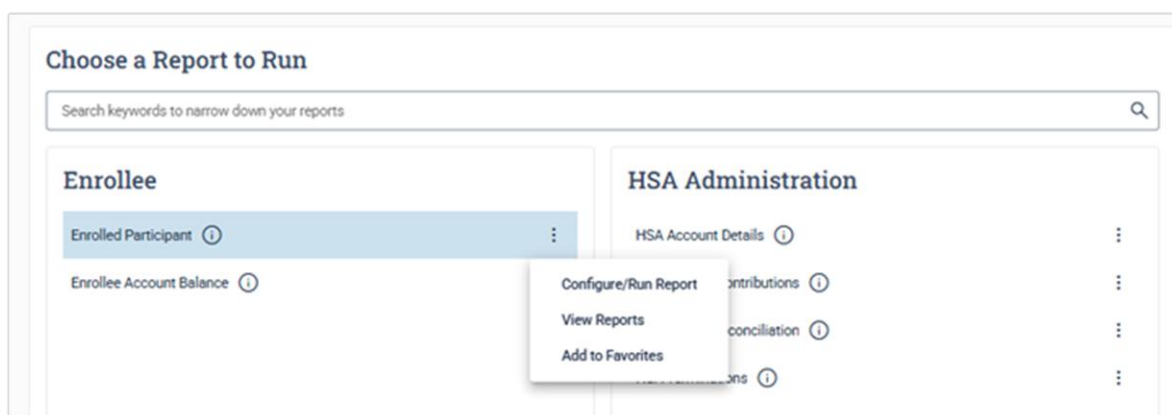


Figure 35. Choose a report to run.

Configure Report ×

Enrolled Participant (Enrollee) ⓘ

Schedule It (Optional)

No

Hide Advanced Filter Options

Show Dependents

Account Status (Optional)

New, Active, Temporarily inactive, Permanent... ▾

Employee Status (Optional)

New, Active, Temporary inactive, Perm inactiv... ▾

Exclude HSA Balances

Sort By (Optional)

Employee ID ▾

Exclude Annual Election

Include Portal Registration Details

Optional Columns (Optional)

Dormant Account, Sub Group, Coverage Tier, ... ▾

Mask Employee ID

Format (Optional)

XLSX ▾

Email me when the report is ready

Run Report

Cancel

Figure 36. Configure and run report.

4.2 View or Download Reports

1. In **My Last Runs**, locate your report.
2. Click the reload icon to refresh its status.
3. When the green checkmark appears, click to **Download**.
4. Click **View All Runs** to access full report history.



Figure 37. Report pending.



Figure 38. Report ready for download.

Reports Home > Reports

Reports

Run History | Schedules

On This Portal | Via Admin Platform

Reports Generated On This Portal

Request Date TC	Category	Name	Report Period	Type	Status
August 13, 2025 at 2:16:21 PM GMT-4	Enrollee	Enrolled Participant	-	Excel	Successful
August 7, 2025 at 10:45:47 AM GMT-4	Enrollee	Enrolled Participant	-	Excel	Successful
August 5, 2025 at 3:04:39 PM GMT-4	Settlement	Bank Transaction Reconciliation	Aug 1, 2025 - Aug 5, 2025	Excel	Successful
August 5, 2025 at 3:09:08 PM GMT-4	Settlement	Reimbursement History	Aug 1, 2025 - Aug 5, 2025	Excel	Successful
July 31, 2025 at 9:35:53 AM GMT-4	Settlement	Claims Based Funding	Jul 24, 2025 - Jul 30, 2025	Excel	Failed
July 31, 2025 at 9:33:34 AM GMT-4	Enrollee	Enrollee Account Balance	Jul 31, 2025	Excel	Successful

Items per page: 10 | 1 - 6 of 6

Figure 39. Report run history

4.3 Schedule a Report

1. In **Available Reports**, select **Configure/Run Report** or choose from **Favorites**.
2. Move the **Schedule** slider to **Yes**.
3. Select frequency (Daily, Weekly, Monthly) and choose specific days.
4. Click **Save**.

Note: Scheduled reports run daily at 5 AM Eastern Time.

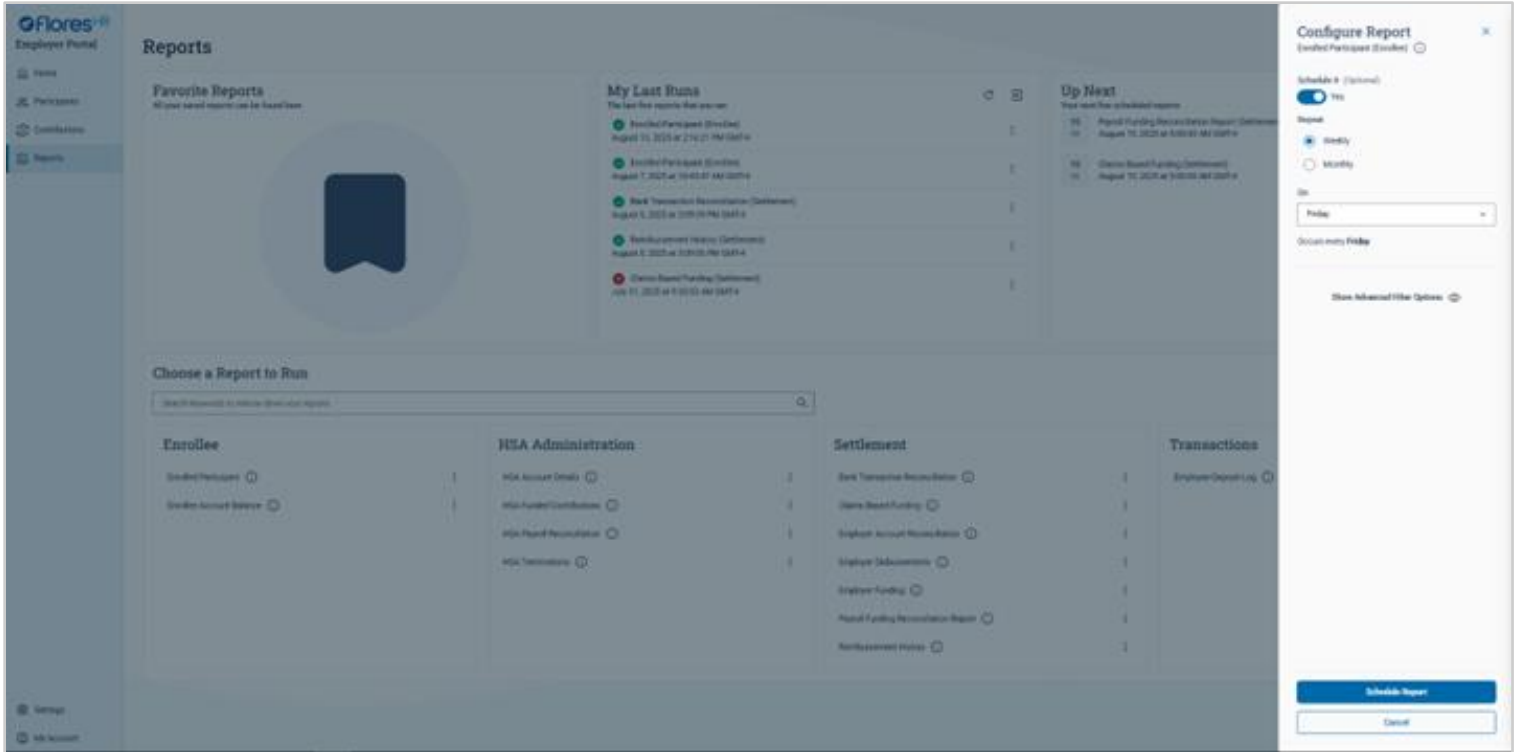


Figure 40. Set up recurring report delivery.

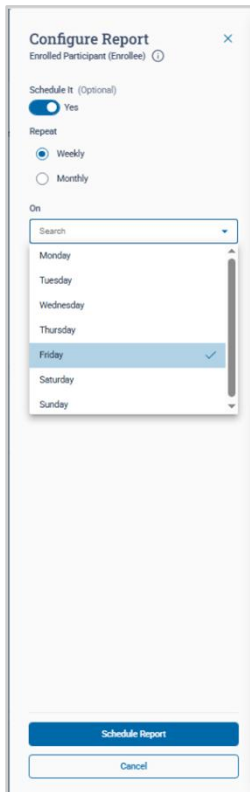


Figure 41. Select schedule and frequency.

4.4 Manage Scheduled Reports

1. In the **Up Next** section, click **View All Schedules**.
2. Use the **:** icon to:
 - **View Parameters**
 - **Disable**
 - **Delete**
 - **Re-run**
3. To delete a schedule, type **Yes** when prompted and click **Confirm**.

Tip: Disabled schedules can be re-enabled at any time.

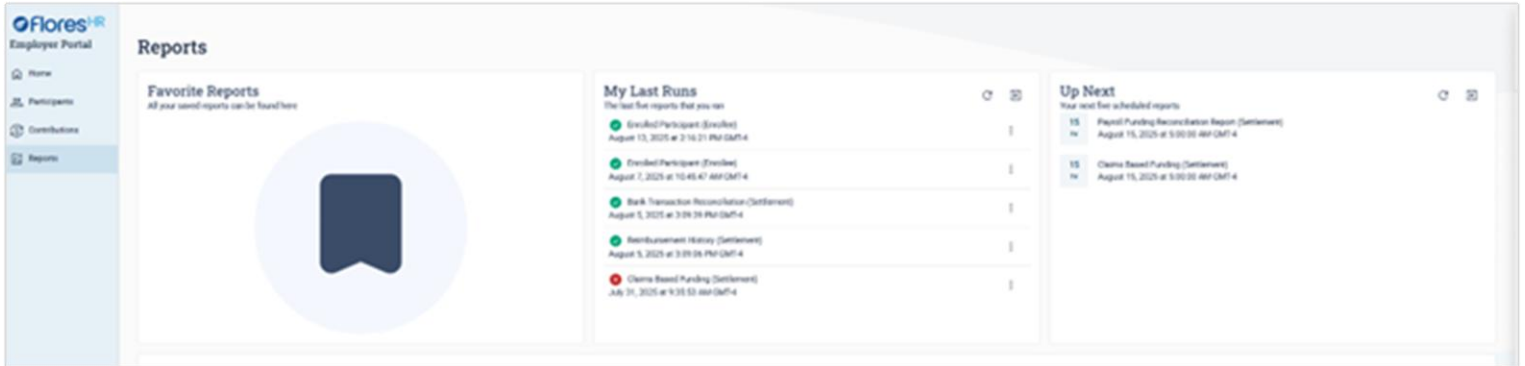


Figure 42. Reports tab



Figure 43. Up Next section

Reports Home > Reports

Reports

Run History | Schedules

My Schedules | All Schedules

My Schedules

Next Run	Category	Name	Interval	Status
August 15, 2025 at 9:00:00 AM GMT+4	Settlement	Payroll Funding Reconciliation Report	Occurs every Friday	Enabled
August 15, 2025 at 9:00:00 AM GMT+4	Settlement	Claims Based Funding	Occurs every Friday	Enabled

Items per page: 10

View Parameters
Disable
Delete

Figure 44. Report schedules

Reports Home > Reports

Reports

Run History | Schedules

My Schedules | All Schedules

My Schedules

Next Run	Category	Name	Interval	Status
August 15, 2025 at 9:00:00 AM GMT+4	Settlement	Payroll Funding Reconciliation Report	Occurs every Friday	Enabled
August 15, 2025 at 9:00:00 AM GMT+4	Settlement	Claims Based Funding	Occurs every Friday	Enabled

Items per page: 10

Report

Payroll Funding Reconciliation Report (Enabled)

Occurs every Friday

Date Search Type
Payroll Date

Employee ID
-

Invoice Number
-

Include Filled Deposits
Yes

Mask Employee ID
Yes

Mask Employee SSN
Yes

Mask Bank Account #
Yes

Optional Columns
 Address ID
 Employee SSN
 Age
 Subgroup
 Billing Group
 Account Program
 Division
 State
 Account Number
 Tax Year
 Invoice Date
 Invoice Number
 Invoice Paid Amount
 Paid Date
 Funding Account
 CV DE/CA Contributions YTD
 PV DE/CA Contributions YTD

Format
HTML

Run Report

Cancel

Figure 45. View report parameters

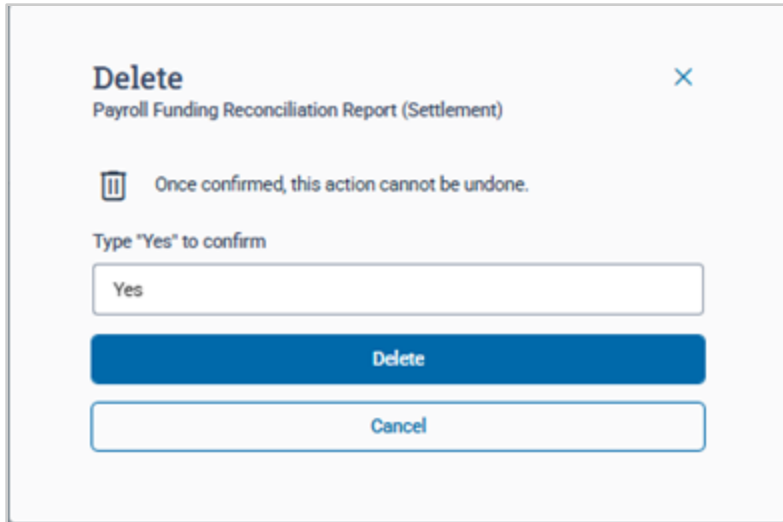


Figure 46. Delete report schedule

4.5 Report Descriptions

A. Enrollee Reports

- 1. Enrolled Participant** - The Enrolled Participant Report is an Excel report which provides a combination of Employee Demographics information, Benefit Account details, including balances, and associated dependents. This report can be utilized to confirm/verify enrollment.
- 2. Enrollee Account Balance** - The Enrollee Account Balance report provides a list of all participants detailing: Account Status, Annual Election, Contributions Year to Date (Employee and Employer), Deposits, Total Year to Date Disbursements, Plan Forfeiture Balance, and Balance Due.

Note: Carryover balances from the previous plan year may be displayed as “Other Deposit.”

Note: Balance Due refers to the amount of outstanding unsubstantiated transactions on a participant’s debit card.

B. HSA Administration Reports

- 1. HSA Account Details** - The HSA Account Detail Report can be used to view details about Product Partner HSA accounts within WCA. The report can be used to identify Eligibility Matching errors, account balances, accounts that are pending CIP, Inactive HSA accounts, and general account statuses. Administrators can optionally choose to include Bank Account Number, Reassociation Account Number, Social Security Numbers and Date of Birth.

2. **HSA Funded Contributions** - The HSA Funded Contribution Report can be used to confirm the status of payroll contributions submitted within a specified date range. This report will help employers easily confirm whether contributions are posted successfully or identify the reason for failure. If a contribution is posted unsuccessfully, the reason for failure is included.
3. **HSA Payroll Reconciliation** - The HSA Payroll Reconciliation report provides a list of payroll-funded HSA credits within a specified date range. The report can be used by employers to reconcile employee and employer contributions posted via Direct ACH or through Payroll Funding in FloresHR.
4. **HSA Terminations** - List of HSA terminations either at the employee demographic level or at the HSA account level.

C. Settlement Reports

1. **Bank Transaction Reconciliation** - The Bank Transaction Reconciliation report should be run to compare BPS settlement transactions to your ACH funding account. Each settlement date is itemized and should match your bank account activity for each date included in the report. The report will list the details of debit card posts, automated direct deposit activity, chargebacks and refund transactions settled to the funding account within a specified date range.
2. **Claims Based Funding** - The Claims Based Funding report provides employers with a listing of transactions included in Claims Based Funding NACHA files.
3. **Employer Account Reconciliation** - The Employer Account Reconciliation report provides a daily overview of all debits and credits to an employer account. The report can be requested for a specific time period and will display daily totals of employer deposits, manual claims, online repayments and POS transactions against an employer account during that period. In addition, the report will also display a beginning and ending employer account balance.
4. **Employer Disbursements** - The Employer Disbursements Report provides transaction details on debit card transactions, reimbursed manual claims, and refunds. The transaction data returned gives administrators a consolidated, accurate report of all spending activity for an employer group.

Employers can use this report to reconcile all claim activity for a specified timeframe.

5. **Employer Funding** - The Employer Funding Report includes banking details for debit cards, direct deposit, online repayments and manual claims reimbursed by check to give employers an idea of the total dollars being utilized by their participants for bank reconciliation. The report will detail claim activity for each date included in the report request, using settlement date for debit card, online repayments and automated direct deposit claims, while using reimbursement date for checks and NACHA file direct deposits.
6. **Payroll Funding Reconciliation Report** - The Payroll Funding Reconciliation report can be used to provide details on payroll activity for employers that use payroll funding. The data included supports reconciliation of the entire life cycle of a payroll deposit (submission, processing and funding) to confirm the data and amounts are in sync. The report supports reconciliation for both non-HSA and HSA payroll funding methods, by date range using payroll date, transaction date, settlement date or invoice date.
7. **Reimbursement History** - The Reimbursement History Report is a summary of reimbursements by employer. This report can be run by reimbursement method, bank account and by division. The report summarizes reimbursements by check number, without claim details, can be requested by reimbursement date, and includes voided and reissued reimbursements.

D. Transaction Reports

1. **Employee Deposit Log** - The Employee Deposit Log report shows all deposit activity to participant benefit accounts. The report can be used to reconcile all or specific deposit types that occur within a date range.