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## **Employer Portal Quick Start Guide-Tax Advantaged Plans**

Welcome to Benefit Extras' Online Employer Portal. This one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs), Health Reimbursement Arrangements (HRAs), Health Savings Accounts (HSAs) and Transportation Benefit Plans administered by Benefit Extras.

The Employer Portal is convenient and easy to use. Any-time access to the portal allows you to:

- View current and prior year plan information
- Add, update and enroll employees
- Access forms and documents
- Retrieve or run various scheduled reports or notifications
- Load data files
- Submit service requests
- View real-time individual participant account summary and balances, enrollments, contributions, claims and payments

User access levels are role-based. Each role determines access rights not only to administrative pages and operations, but also to underlying data in applicable reports. For more information regarding access levels or if updates/changes are required to your current user access roles, please contact Benefit Extras.

### **HOW DO I GET ACCESS TO THIS PORTAL?**

1. Go to [www.benefitextras.com](http://www.benefitextras.com). Click on the Employer Tab from the Home Page and select the Employer Enhanced Portal.



Welcome

Login to your account

Username:

Password:

Login

Can't login?

[I forgot my password](#)

2. You and your assigned contacts will be sent a username and a temporary password. Upon first login, you will be prompted to change the password.
3. Once password is updated and confirmed, click **Login**.

The **Home Page** is easy to navigate.

Welcome to your benefits administration solution. View your plan details, access reports, manage employee information, and more!

Please log in monthly to view your account information and report any discrepancies. Please log in on a regular basis to review your reports and to keep your account active.

### Recently Created Reports

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**Employer Funding Notification (8/4/2017 - 8/15/2017)**

Created: 8/15/2017 | Detail Report | EXCEL

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**Claims Reimbursement Notification (N/A)**

Created: 8/15/2017 | Detail Report | PDF

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**Repayments Report (8/2/2017 - 8/8/2017)**

Created: 8/9/2017 | Detail Report | EXCEL

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**Payroll Deduction Notification (8/15/2017)**

Created: 8/4/2017 | Detail Report | PDF

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**Employer Funding Notification (8/3/2017)**

Created: 8/3/2017 | Detail Report | EXCEL

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[View All Reports](#)

Once you're logged on, everything you need to efficiently and effectively manage your Account(s) is found on the home page. You will see a history of the reports and notifications with quick links to the latest versions. From the home page, you can:

- View employee level data
- Check on status of file imports (if using this feature)
- Log requests
- Read plan documents
- Download forms

You can also access the tabs at the top of the page or links at the bottom of the page for easy navigation.

## HOW DO I VIEW REPORTS AND NOTIFICATIONS?

1. On the [Home Page](#), under the [Reports](#) tab, there will be a list of all available reports that can be viewed.
2. Simply select the relevant enrollment, financial, contribution or plan information report desired and it will automatically be displayed.
3. If there is a report that you need, but do not see, you can contact Benefit Extras to request it.

[HOME](#) [REPORTS](#) [REQUESTS](#) [EMPLOYEES ▼](#) [PLANS](#) [RESOURCES](#) [LINKS ▼](#)

### Reports

<a href="#">Account Balance Detail Report</a> (9 Reports   Last Created: 8/1/2017) View plan balance summaries and consumer account balance detail as of specified date.	<a href="#">Run New Report</a>
<a href="#">Account Balance Report</a> (7 Reports   Last Created: 8/1/2017) View plan account balance information per participant and per plan as of a specified date.	<a href="#">Run New Report</a>
<a href="#">Claims Reimbursement Notification</a> (37 Reports   Last Created: 8/15/2017) View all claims scheduled to be reimbursed on a specific date.	
<a href="#">Debit Card Funding Report</a> (0 Reports   Last Created: -) View a summary of the debit card transaction amounts and fee amounts by plan.	<a href="#">Run New Report</a>
<a href="#">Debit Card Mail Date</a> (0 Reports   Last Created: -) View the date(s) that cards were mailed to cardholders.	<a href="#">Run New Report</a>
<a href="#">Debit Card Status Report</a> (0 Reports   Last Created: -) View a list of the cards that have been issued for this employer.	<a href="#">Run New Report</a>
<a href="#">Debit Card Transactions Report</a> (7 Reports   Last Created: 8/2/2017) View a list of all of the debit card transactions by settlement date.	<a href="#">Run New Report</a>
<a href="#">Employer Funding Notification</a> (44 Reports   Last Created: 8/15/2017) View the summary and details of the claims that need to be funded along with any funding adjustments.	
<a href="#">Enrollment Excel Report</a> (3 Reports   Last Created: 6/12/2017) View participant enrollment in applicable plans as of a specified date.	<a href="#">Run New Report</a>
<a href="#">Enrollment Report</a> (7 Reports   Last Created: 8/1/2017) View participant enrollment in applicable plans as of a specified date.	<a href="#">Run New Report</a>

## HOW DO I GET ACCESS FOR A NEW HR REP OR ADD NEW EMPLOYEES?

1. Click on [Requests](#) on the tab at the top or from the link at the bottom of the page.
2. Under Request Type, there is a drop down menu with over 10 options.
3. Choose the request type, i.e. add a new employee, add employer contact or change payroll deductions, then select a consumer from a list of employees, enter the request details and/or attach a document or file.
4. Click **Submit Requests**
5. All requests are securely delivered.

## WHAT KIND OF EMPLOYEE-LEVEL DATA CAN I ACCESS?

1. Under the tab titled **Employees**, you can get real-time data on all enrolled employees.

Employee Status: Active (1/1/1994)  
SSN: xxx-xx-9513  
Division: Unassigned

[Add New Enrollment](#)

[Profile](#) [Dependents](#) [Account Summary](#) **Enrollments** [Contributions](#) [Claims](#) [Payments](#) [Status](#)

### Active Accounts

1/1/2017 - 12/31/2017

Payment Method: Benny Card | Direct Deposit

Account	Effective Date	Annual Election	Employer Contributions	Employee Contributions	Payroll Deduction ?	Actions ?
<a href="#">Limited Health Care Flexible Spending Account - Active</a>	1/1/2017	\$400.00	\$0.00 of \$0.00	<u>\$250.05</u> of \$400.00	\$16.67 \$24	<a href="#">Update</a>

2. You can search for employees using first name, last name or employee identifier (defined ID or SSN).
3. Once in the employee view, you can access the following information:
  - a. Account Summary
  - b. Demographics – can also be updated
  - c. Account Balances
  - d. Enrollments
  - e. Contributions
  - f. Claims
  - g. Payments
  - h. Status – can also be updated

The screenshot displays the 'EMPLOYEES' tab in a management system. At the top right, the user 'Julie Lang' is logged in. The main navigation bar includes 'HOME', 'REPORTS', 'REQUESTS', 'EMPLOYEES', 'PLANS', 'RESOURCES', 'IMPORTS', and 'LINKS'. Below the navigation bar, there are links for 'View All Employees' and 'Add Employee'. A search modal is open, allowing users to search by Last Name, First Name, or SSN, with a dropdown for 'Employee Status' set to 'Active'. To the right of the search modal, a list of 'Recently Viewed Employees' is shown, including Apollo Cole, Andrews Jordan, Bailey Jim, Isla Maria, and Outlooker Sample. The left sidebar contains a 'Welcome, Julie' message and a list of 'Recently Created Reports' such as 'Debit Card Funding Notification' and 'Employer Account Balance Report'.

## WILL I BE ABLE TO ACCESS ANY OF MY PLAN INFORMATION?

1. Under the **Plans** tab, you will find options to view the same info as the employees for all active and inactive plans.
2. Information available is:
  - Plan Summaries
  - Plan Details and Rules
  - Documents

## WHERE WOULD I ACCESS REQUIRED FORMS?

1. Under the **Resources** tab.
2. In this section you can download and print any forms needed.
3. You will also have access to any other documents or custom materials related to your plans in this tab.

## WILL I BE ABLE TO ADD/ENROLL/UPDATE EMPLOYEES?

Under the **Employees** Tab:

1. Select **Add Employee**.
2. Enter the Personal and Employment Information.
3. Click Add Employee.
4. In the Confirmation section click Add Enrollment.
5. Select the plan and click Enroll.
6. Enter the Effective Date and Election/Employer Contribution.
7. Click **Add Enrollment(s)**.

## WILL I BE ABLE TO UPDATE AN EMPLOYEE STATUS?

1. Under the **Status** tab.
2. In the Actions section and click Add New Status.
3. Select the Status from the drop down menu.
4. Enter the Status Effective as of date.
5. Click Add Status.

## ONE OF THE FEATURES OF THE PORTAL IS THE ABILITY TO IMPORT DATA. HOW DOES THAT WORK?

1. Under the Imports tab you can import demographic, enrollment and contribution files directly into the portal using standard CSV formatted import files.
2. Once in the Imports home page, you would select the type of data to be imported.
3. Open the template in excel.
4. Enter or paste your data into the template
5. Check for field matches by viewing setup data.
6. Save as CSV to a location you can remember.
7. Upload file.

Once imported, any errors will be displayed and can be easily updated from the **View Errors** button. Clicking on the record number allows you to correct the error. Then, click **Queue Record** and correction is made. You can then resubmit the file to import the corrected records.

Julie Lang ▾ | [Logout](#)

HOME REPORTS REQUESTS EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

Last Login Date: 6/25/2013 4:02:37 PM CDT  
Last Login Source: Employer Portal

### Import Data From File

\*Data To Import: Enrollment ▾  
Enroll employees in plans, change employee elections, or terminate existing enrollments.

Step 1: Open the template in Excel.  
[Open Template](#)

Step 2: Enter or copy and paste your data into the template.

Step 3: Certain fields must match information setup by your administrator. If the field does not match the setup data, the record you're attempting to import will fail.  
[View Setup Data](#)

Step 4: Save a "master" copy of the file for yourself:  
Select File >> Save

Save a separate copy of the file as CSV to import:  
Select File >> Save As  
Select CSV (Comma delimited) under "Save as Type"  
Consider adding "CSV" to the File Name so you can differentiate it from your "master" file  
Save the file to a location you can remember  
Select "Yes" from the message about preserving formatting and compatibility

Note:  
If you need to make edits after submitting a file, you should edit the master copy and when completed with your edits, re-save a new CSV file.

\* Upload File:  [Browse...](#)

Locate the CSV file you saved in step 4, containing the data you wish to import.