

**Introduction**

Welcome to the HSAToday™ Employer Portal. This web-site has been designed for the Employer offering HSAs to their employees and is intended to give the Employer’s HR Department complete control over the funding and contribution process. Specifically, if the employee elects payroll deductions for HSA contributions, then those funds can be electronically sent to the Custodian using this Portal.

Instructions are included to explain how the Employer can create a contribution file that directs the Custodian to properly allocate funds to each employee’s HSA.

This guide will cover the following topics:

- Signing up for Access
- Managing Employer Information
- Managing Employee Information
- Contributing to the Employee’s HSAs
- Managing Employer Cash Statement

The screenshot shows the HSAToday Employer Portal interface. At the top, there are tabs for 'Benefits', 'Contacts', and 'HSAToday'. The user is logged in as 'CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. The main content area is titled 'Employer Summary' and displays a table with the following data:

Account Name	As of	Deposits	Allocated	Balance
HSA Employer Account	1/19/2009	\$7,425.00	\$2,405.00	<u>\$5,020.00</u>

Below the table, there are links for 'Employer Portal User's Guide', 'HSA Contribution File Layout', and 'Sample HSA Contribution File (ASCII Text)'. On the left side, there is a navigation menu for 'Employer' with options: Summary, Information, Employees, Contributions, and Cash Statement.

**Please Note:**

We take your information and privacy very seriously. The site is secure and you can be assured that every precaution has been taken to protect you and your employee’s information. We follow the industry’s best practices for securing personal and financial information. Please review our Privacy Statement for more information.

**Signing up for Access**

Each authorized person at the Employer needing to have access to the HSAToday® Employer Portal will need to complete a registration process. Contact your Plan Service Provider (PSP) for assistance. Your PSP will enable your access to the Employer Portal and provide you with the web site and login instructions.

## Managing Employer "Information"

If you are viewing your Employer portal, then you can assume that your Plan Service Provider (PSP) for HSAToday™ has already collected all required Company information and setup your online account. From this point forward you can "self-service" the Contribution Process.


**Note:** *If you do not have a login ID and Password, then contact your PSP for assistance.*

Below is some of the basic information HSAToday™ uses to manage your Employee's accounts:

- Basic Information: Company Name, Tax ID and Corporate email address
- Contact Information: Who is the HSA Contact(s) for the Employer
- Locations: Address and Phone/Fax Numbers
- Bank Accounts: The company account used to fund the HSAs
- Employees: View Employee Information.

## General Instructions

You can Add, Edit, and Delete the company information. Notice to the Right of the Page and to the Right of Each section the [Edit](#), [Add](#), and [Delete](#) links. Maintaining this information is not required, but doing so helps your Administrator provide better service. For instance, having the correct contact information when an issue arises is very important.

Benefits Contacts 

**HSA DEMO EMPLOYER**

[Change Role](#) [Change Password](#) [Logout](#)

You are logged in as CHEMEKA COOPER,  
Employer for HSA DEMO EMPLOYER (84944966)

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**Demo TPA**

**Employer Info** [\[Edit\]](#)

HSA DEMO EMPLOYER

Investment Plan: Demo

Tax Id: 10-11111111

Primary Email: [support@myhsatoday.com](mailto:support@myhsatoday.com)

Business Code: 523900 - OTHER FINANCIAL INVESTMENT ACTIVITIES (INCLUDING P

Voice: 888-665-1264

Fax: 501-687-1409

Employer ID: 13416

Enrollment Code: 84944966

Employee Count: 11

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**Contacts** [\[Add\]](#)

ContactID	Name	Title	Phone	E-mail		
12510	Glen Hoffman		501-296-9993	ghoffman@dpath.com	<a href="#">[EDIT]</a>	<a href="#">[DELETE]</a>

---

**Locations** [\[Add\]](#)

Address	Street	City	State	Zipcode	Voice Number	Fax Number	Main		
<a href="#">Corporate Headquarters</a>	1601 WestPark Drive	Little Rock	AR	72204	(501) 296-9990	501-296-9940	Primary	<a href="#">[EDIT]</a>	<a href="#">[DELETE]</a>

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**Bank Accounts** [\[Add\]](#)

Account Name	Bank Name	Account Number	Routing Number		

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**Employees**

[View Employees](#)

## Employer Info:

Basic Employer information such as the Company name and Tax ID are required. The email, business code, Voice & Fax Numbers are optional.

- The **Employer ID** is the HSAToday Unique ID assigned to the Employer.
- **Enrollment Code** is necessary if online Enrollment has been setup. Your Employees will need this code to start the enrollment process.

## Contacts:

At least one person in your Company needs to be the contact person for HSAs. Click the [Add](#) link to input new contact information. Be sure to click the SAVE button to complete.

The screenshot shows the 'Contact Edit' form in the HSA DEMO EMPLOYER system. The interface includes a navigation bar with 'Benefits' and 'Contacts' tabs, and a user login status: 'You are logged in as CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. On the left, there is a sidebar for 'Employer' with a tree view containing 'Summary', 'Information', 'Employees', 'Contributions', and 'Cash Statement'. The main form area is titled 'Contact Edit' and contains the following fields: 'Contact Name' (filled with 'Tammy DataPath'), 'Title' (filled with 'HR Director'), 'Email' (filled with 'tdpath@dpdpath.com'), 'Phone' (filled with '501-296-9990' and an empty 'ext' field), and 'Fax' (empty). 'Save' and 'Cancel' buttons are located at the bottom right of the form.

## Locations:

At least one Location needs to be setup. Usually, your PSP will have already setup at least one address. Click the [Add](#) link to input a new location and click the SAVE button to complete.

The screenshot shows the 'Location Edit' form in the HSA DEMO EMPLOYER system. The interface is similar to the Contact Edit form, with the same navigation and user login information. The sidebar for 'Employer' is also present. The main form area is titled 'Location Edit' and contains the following fields: 'Location Description' (filled with 'Main'), 'Make Primary Location' (checkbox), 'Main Phone' (filled with '(501) 296-9990'), 'Fax' (filled with '501-296-9991'), 'Physical Address' section with 'Address1' (filled with '1015 Turtle Creek'), 'Address2' (empty), 'City' (filled with 'Little Rock'), 'State' (dropdown menu set to 'Arkansas'), and 'Zip' (filled with '72201'). The 'Mailing Address' section includes 'Mailing Address1' (filled with 'P.O. BOX 5556'), 'Mailing Address2' (empty), 'Mailing City' (filled with 'Little Rock'), 'Mailing State' (dropdown menu set to 'Arkansas'), and 'Mailing Zip' (filled with '72204'). 'Save' and 'Cancel' buttons are located at the bottom right of the form.

## Bank Accounts:

The bank account information is required if you plan on funding your employee's HSAs via EFT. Otherwise, the bank account section can be skipped. The bank account will be masked to only show the last 3 digits. To see the full number, click on the "edit" button.

Funding can be done using one of three methods.

- By company check
- Wire funds to the HSAToday® Depository Account
- Instruct HSAToday™ to debit your corporate account.

By far, Instructing HSAToday® to debit your account is the easiest approach and highly recommended. Your financial transactions are secure. And it only takes a few minutes to initiate the process.

Before HSAToday® debits your account the following information is required:

- Bank Name: Name of the Bank where your Corporate Account resides
- Routing Number: Nine (9) digits ABA Number found on your Corporate check or Deposit Slips.
- Account Name: General Name of the account.
- Account Number: The Number of the Account to be debited
- Account Type: Savings or Checking. Required for EFT processing
- Account Use: What is the typical purpose of the account?

The screenshot displays the 'Bank Account Edit' page in the HSA DEMO EMPLOYER system. The page header includes 'Benefits', 'Contacts', and the HSA Today logo. The user is logged in as CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966). The page title is 'Bank Account Edit' for HSA DEMO EMPLOYER with ID 10-1111111. The form contains the following fields: Bank Name (First Bank), Routing Number (123456789) with a 'Validate' button, Account Name (Demo Operating), Account Number (115403034540), and Account Type (Checking) with a dropdown menu. 'Save' and 'Cancel' buttons are at the bottom. A sidebar on the left shows a navigation menu for the Employer, including Summary, Information, Employees, Contributions, and Cash Statement. On the right, there are links for 'View Employer', 'View Employees', and 'Add Employee'.

## View Employees:

View Employees is your access to basic information for each person's account. Since a Health Savings Account is a private account specific balance information or account activity cannot be disclosed. However, we can provide all the identifying information HSAToday® uses. Some of the identifying information can be managed by the Employer. See Viewing Employee Information for more information.

## Employees

In general, Employers can view information pertaining to the identification of their employees. In addition, the employer can view payroll related information, including the Health Plan offered to the group and elected by the employee. Contributions made from payroll are viewable by the Employer, but once the contribution becomes a deposit into the person's HSA, the information becomes private.

Below is a list of what the employer can view and manage:

- Basic Employee Information: Name, SS#, ID, Email, etc.
- Employee Addresses

- Coverage: Which equates to the HSA Account and High Deductible Health Plan

As you will notice you can edit most the information except for:

- HSA Account Information, which includes draft information. Payroll information is already accessible to you via the Contributions menu option.

The screenshot shows the HSA DEMO EMPLOYER dashboard. At the top, there are navigation tabs for 'Benefits' and 'Contacts', and the HSA Today logo. The main header area includes 'HSA DEMO EMPLOYER' and links for 'Change Role', 'Change Password', and 'Logout'. A login message states: 'You are logged in as CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. On the left, there is a 'Demo TPA' logo and a sidebar menu with options: 'Employer', 'Summary', 'Information', 'Employees', 'Contributions', and 'Cash Statement'. The main content area is titled 'Employees' and displays a table with columns: 'Last Name', 'First Name', 'Employer', 'SSN', and 'ID'. The table lists several employees, including 'Demo', 'Master Control', 'Joe', 'Demo', 'Matthew', 'social', and 'Kurt'. A 'Cancel' button is located at the bottom of the table.

Last Name	First Name	Employer	SSN	ID
<a href="#">Demo</a>	HSA	HSA DEMO EMPLOYER	987123456	1228127
<a href="#">Demo</a>	Master Control	HSA DEMO EMPLOYER	000976454	1244366
<a href="#">Doe</a>	Joe	HSA DEMO EMPLOYER	987456123	1228126
<a href="#">Employee</a>	Demo	HSA DEMO EMPLOYER	099018921	1278075
<a href="#">Jones</a>	Matthew	HSA DEMO EMPLOYER	000221234	1255550
<a href="#">security</a>	social	HSA DEMO EMPLOYER	999002999	1301697
<a href="#">Watson</a>	Kurt	HSA DEMO EMPLOYER	HSA004428	1228128

### Searching Employees:

To search for an Employee, click on the left menu option, "Employees". To the right a Search By dialog will display. You can search employees by Name, SSN, Phone Number or HSA Account Number. Enter the Employee's Name and click the **Search** button.

The Quick Search option allows you to pick a previously queried employee.

The results of the Search will display a list of matched employees.

By clicking on the last name, which is a hyperlink, the HSAToday® will display the selected employee's information.

The screenshot shows the HSA DEMO EMPLOYER dashboard with the 'Employee Search' interface. The layout is similar to the previous screenshot, but the main content area is titled 'Employee Search'. It features a search form with a dropdown menu for 'Search By' (set to 'Employee Name'), a text input field, a 'Search' button, and a 'Quick Search' dropdown menu. The sidebar menu is visible on the left, and the top navigation and login information are consistent with the previous screenshot.

## Editing Basic Employee Information:

Click the "Edit" link in the top right hand corner of the screen to edit the Employee Info Section. You can update any of the information seen on the Employee page. Be sure to click the **Save** button to complete your change.

TPA

[Previous](#)
[Next](#)

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**Employer**

- ▶ Summary
- ▶ Information
- ▶ Employees
- ▶ Contributions
- ▶ Cash Statement

**Employee Info** [\[Edit\]](#)

Jones, Matthew

ID: 1255550	Email:	
DOB: 11/1/1950	Home Phone: 501-555-5555	
DOD:	Cell Phone:	
SSN: 000-22-1234	Work Phone:	
DL#:	Mother's Maiden Name:	
Passport#:	City Of Birth:	
Hire Date:	Employer Code: 84944966	

Pay Frequency:

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**Employee Addresses** [\[Add\]](#)

Address	City	State	Zipcode	Address Type		
<a href="#">1601 Westpark Drive</a>	Little Rock	AR	72204	Home	<a href="#">[EDIT]</a>	<a href="#">[DELETE]</a>

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**Employee Family** [\[Add\]](#)

PersonID	First Name	Last Name	Relationship	SSN

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**Coverages**

HSA

Payroll and Draft History:				Payroll		Drafts		
Current	Date Created	Effective Date	Payroll Status	Employer Amount	Employee Deduction	Draft Start Date	Draft Stop Date	Draft Amount
<input checked="" type="checkbox"/>	09/09/2006		Active	0.00	0.00			0.00

Insurance Max Contribution: \$4000.00

BenefitName	Insurance Effective Date	Insurance Status	Insurance Closed Date		
High Deductible Health Plan	01/01/2006	Active			<a href="#">[EDIT]</a> <span style="margin-left: 10px;"><a href="#">[DELETE]</a></span>

## Employee Addresses

This section allows you to add and maintain one or more addresses for an employee. To **Add**, click the [Add](#) link located to the far right at the top of this section.

To **Edit**, click the [EDIT](#) link to the right of the address you want to update.

**Employee Addresses** [\[Add\]](#)

Address	City	State	Zipcode	Address Type		
<a href="#">123 Seminole Street</a>	Little Rock	AR	72034	Home	<a href="#">[EDIT]</a>	<a href="#">[DELETE]</a>

## Coverages

Coverage is a loosely used label that describes the section of this page containing both the Account and High Deductible Health Plan (HDHP) information. Even though you have limited access, you can at least view the pertinent information. Contact your Plan Service Provider if you have questions.

**Coverages**

HSA

Payroll and Draft History:			Payroll			Drafts		
Current	Date Created	Effective Payroll Date	Payroll Status	Employer Amount	Employee Deduction	Draft Start Date	Draft Stop Date	Draft Amount
<input checked="" type="checkbox"/>	05/21/2007	01/01/2007	Active	41.67	0.00			0.00
<input type="checkbox"/>	02/07/2007	01/01/2007	Active	41.67	50.00			0.00
<input type="checkbox"/>	01/08/2006		Active	50.00	25.00			0.00

## Insurance

Max Contribution:\$5650.00

BenefitName	Insurance Effective Date	Insurance Status	Insurance Closed Date		
HSA Health Advantage	01/01/2006	Active		<a href="#">[EDIT]</a>	<a href="#">[DELETE]</a>

Deductible & Tier History:		Current	Date Created	Effective Deductible Date	Tier	Deductible
<a href="#">[CHANGE]</a>	<a href="#">[UNDO]</a>	<input checked="" type="checkbox"/>	01/08/2006	01/01/2006	Family	5,400.00

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If you have elected to maintain the health plan information via this portal, there is some important information to understand. First, setting up the HDHP and Account information initially must be handled by your PSP. Second, you cannot edit any of the Account information even though it includes payroll deductions. Payroll deductions or Contributions are managed by you in the Contribution menu option. We will cover that in more detail later.

## Contributions

Contributions are those payroll deductions and employer contributed amounts that will become deposits into each employee's HSA. The menu option, Contributions, allows you to import or manually create a list of employee contributions online. This section of the online portal also allows you to fund those contributions.

The screenshot shows the HSA DEMO EMPLOYER portal interface. At the top, there are navigation tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Today'. The main header area includes 'HSA DEMO EMPLOYER' and links for 'Change Role', 'Change Password', and 'Logout'. Below this, a login message states: 'You are logged in as CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. The main content area is titled 'Contributions' and contains a 'Manage Contributions' section with a link to 'Start a New Contribution Batch' and a 'View Prior Contribution Batches' link. On the left, there is an 'Employer' menu with options: Summary, Information, Employees, Contributions (highlighted), and Cash Statement. Below the menu, there is a 'Getting Started' section with links to 'Employer Portal User's Guide', 'HSA Contribution File Layout', and 'Sample HSA Contribution File (ASCII Text)'.

### Entering Contributions

There are three methods to enter contributions:

- Import from a csv formatted file
- Manually create contributions online
- Copy from Previous Contributions

### Import Contributions

The following is the file layout required to import HSA contributions online.

Field Name	Data Type	Length	Decimal	Format
SSN	AlphaNumeric	11		With or without dashes
First Name	AlphaNumeric	20		
Last Name	AlphaNumeric	20		
Middle Initial	AlphaNumeric	1		
Pay Date	Date	10		Mm/dd/yyyy
Benefit Code	AlphaNumeric	10		"HSA"
Pre-Tax Amount	Numeric	10	2	99999999.99
Post-Tax Amount	Numeric	10	2	99999999.99
Employer Amount	Numeric	10	2	99999999.99



## Sample Import File

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820-55-9999,"Paul","Clark","A",01/15/2008,"HSA",150.00,0.00,0.00  
821-11-9999,"Karen","Cobb",,01/15/2008,"HSA",200.00,0.00,0.00  
820-44-9999,"Abby","Dierk","W",01/15/2008,"HSA",175.00,0.00,0.00  
820-66-9999,"Fred","Flint",,01/15/2008,"HSA",200.00,0.00,0.00  
820-99-9999,"Lisa","James",,01/15/2008,"HSA",104.16,0.00,0.00  
821-22-9999,"Melissa","Mathis",,01/15/2008,"HSA",100.00,0.00,0.00  
821-33-9999,"Faith","Mound","H",01/15/2008,"HSA",200.00,25.00,0.00  
820-88-9999,"Wanda","Mueller",,01/15/2008,"HSA",200.00,0.00,0.00  
820-22-9999,"Christine","Roy",,01/15/2008,"HSA",200.00,0.00,0.00

## Rules

- The import file must be a comma delimited file.
- Each field must be accounted for in the file, even if blank. If the field contains a Numeric Data type then it must contain a 0.
- The Social Security Number can contain dashes but are not required.
- The Benefit Code is always "HSA".
- Pre-Tax Amounts refer to an employee's pre-tax contributions through a Cafeteria Plan.
- Post-Tax Amounts refer to an employee's after tax contributions.
- Employer Amount refers to any employer contributions made on behalf of the employee, including those made by employees through a cafeteria plan.

## Import Contribution from a file

1. Click Contributions
2. Click Start a New Contribution Batch

The screenshot shows the HSA DEMO EMPLOYER web interface. At the top, there are navigation tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Today'. The user is logged in as 'CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. The main heading is 'Demo TPA'. The current screen is 'Contributions - Choose Data Source'. Below the heading, it says 'Start your new Batch by choosing one of the following:'. There are three radio button options: 'Import From a File' (selected), 'Manually Create Contributions', and 'Copy from Previous Contributions'. At the bottom, there are 'Cancel' and 'Continue' buttons. On the left side, there is a sidebar menu for 'Employer' with options: Summary, Information, Employees, Contributions, and Cash Statement.

3. Select the Import from a File option
4. Click the Continue button.

The screenshot shows the HSA DEMO EMPLOYER web interface. At the top, there are navigation tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Today'. The user is logged in as 'CHEMEKA COOPER, Employer for HSA DEMO EMPLOYER (84944966)'. The main heading is 'Demo TPA'. The current screen is 'Contributions - Import New Batch'. Below the heading, it says 'Enter information about the Batch.'. There are several input fields: 'Enter a Description of this Batch:' with the value 'Test BATch', 'Contribution Date:' with the value '01/01/2009' and '(mm/dd/yyyy)', 'Contribution Tax Year:' with a dropdown menu showing '2008' selected, and 'Import File:' with a text box containing '2009' and a 'Browse...' button. At the bottom, there are 'Cancel' and 'Continue' buttons. On the left side, there is a sidebar menu for 'Employer' with options: Summary, Information, Employees, Contributions, and Cash Statement.

5. Enter Description of the contribution batch. Ex: ABC Company 4/15/12 payroll
6. Enter the Contribution Date
7. Select the contribution tax year drop down menu to select the correct tax year
  - a. Default will be current tax year
  - b. Between Jan 1 and April 15<sup>th</sup>, the previous tax year will be available
  - c. Between April 16<sup>th</sup> and Dec 25<sup>th</sup> only current tax year is available
  - d. Between Dec 25 and Dec 31<sup>st</sup>, the next tax year will be available
8. Click the Browse button and locate the import file.
9. After the information has been entered and the import file located click Continue

Benefits Contacts **HSA** **Divine Chocolate**

Change Role Change Password Logout

You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**

- Summary
- Information
- Employees
- Contributions**
- Cash Statement

**Contributions - Import File**

Batch Description: **Divine Chocolate PPN 1 HSA Contributions**  
 Contribution Date: 1/15/2008

Cancel Print Re-Import Continue

Add Another Contribution

**Preview**

SSN	Name	Employer Amount	Employee Pre-tax	Employee Post-tax	Total Amount	Avail. Under Limit	Status	Allowed Contributions
820-22-9999	Christine Roy	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820-88-9999	Wanda Mueller	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820-55-9999	Paul Clark	\$0.00	\$150.00	\$0.00	\$150.00	\$5,450.00	OK	\$150.00
821-11-9999	Karen Cobb	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820-66-9999	Fred Flint	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820-99-9999	Lisa James	\$0.00	\$104.16	\$0.00	\$104.16	\$2,795.84	OK	\$104.16
820-44-9999	Abby Dierk	\$0.00	\$175.00	\$0.00	\$175.00	\$5,625.00	OK	\$175.00
821-22-9999	Melissa Mathis	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$2,800.00	Exceeds Limit	\$3,000.00
821-33-9999	Faith Mound	\$0.00	\$200.00	\$25.00	\$225.00	\$5,575.00	OK	\$225.00
<b>Totals:</b>		<b>\$0.00</b>	<b>\$4,429.16</b>	<b>\$25.00</b>	<b>\$4,454.16</b>			

Cancel Print Re-Import Continue

10. Once the file is imported you can see all the contributions in the file and if they are OK or Exceeds Limit.
  - a. OK indicates the contributions posted to date plus the contribution amount in the import file do not exceed the Maximum Contribution Limit for the current tax year.
  - b. Exceeds Limit means the contributions posted to date plus the current contribution exceed the Annual Limit as set by the IRS.
11. Additional Employee Contributions can be manually added to those created by the import file.
12. Click the Add another Contribution button.

Benefits Contacts **HSA** **Divine Chocolate**

Change Role Change Password Logout

You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**

- Summary
- Information
- Employees
- Contributions**
- Cash Statement

**Search Accounts**

Search By: Account Holder Name (Last, First) sprat Search

Cancel

13. You can search by the Account Holder Name (Last, First), Account Number, or SSN (the Account Holders' Social Security Number).

[Change Role](#) | [Change Password](#) | [Logout](#)  
 You are logged in as Susan Howard,  
 Employer for Divine Chocolate (13922013)

**Employer**

- ▶ Summary
- ▶ Information
- ▶ Employees
- ▶ Contributions
- ▶ Cash Statement

### Contributions - Import File

Batch Description: **Divine Chocolate PPN 1 HSA Contributions**  
 Contribution Date: **1/15/2008**

Preview								
SSN	Name	Employer Amount	Employee Pre-tax	Employee Post-tax	Total Amount	Avail. Under Limit	Status	Allowed Contributions
820229999	Christine Roy	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820889999	Wanda Mueller	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820559999	Paul Clark	\$0.00	\$150.00	\$0.00	\$150.00	\$5,450.00	OK	\$150.00
821119999	Karen Cobb	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820669999	Fred Flint	\$0.00	\$200.00	\$0.00	\$200.00	\$5,600.00	OK	\$200.00
820999999	Lisa James	\$0.00	\$104.16	\$0.00	\$104.16	\$2,795.84	OK	\$104.16
820449999	Abby Dierk	\$0.00	\$175.00	\$0.00	\$175.00	\$5,625.00	OK	\$175.00
821229999	Melissa Mathis	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$2,800.00	Exceeds Limit	\$3,000.00
821339999	Faith Mound	\$0.00	\$200.00	\$25.00	\$225.00	\$5,575.00	OK	\$225.00
821779999	Jack Sprat	\$0.00	\$133.33	\$0.00	\$133.33	\$0.00	Exceeds Limit	\$133.33
<b>Totals:</b>		<b>\$0.00</b>	<b>\$4,562.49</b>	<b>\$25.00</b>	<b>\$4,587.49</b>			<b>\$4,587.49</b>

14. Click in the Amount fields and enter the contributions.
15. When ready click the Continue button.
16. You will see the Confirmation for the total contributions. Click the View Printable Version to print the confirmation.

[Change](#)

**Demo TPA**

**Employer**

- ▶ Summary
- ▶ Information
- ▶ Employees
- ▶ Contributions
- ▶ Cash Statement

### Contributions - Confirmation

Your contribution batch has been imported.

Name: Amanda Farley  
 Amount: \$600.00  
 Confirmation Number: 126718  
 Confirmation Date & Time: 6/23/2015 4:30:10 PM

Please print this confirmation for your records.

17. Click the Enter Deposit button to indicate how the contributions will be funded.

**Demo TPA**

**Employer**

- ▶ Summary
- ▶ Information
- ▶ Employees
- ▶ Contributions
- ▶ Cash Statement

### Contributions - How to Fund

Batch Description: **test 6/23/15 af**  
 Contribution Date: **6/23/2015**

Current Contribution Total: \$400.00  
 Allowed Contribution Total: \$400.00

How do you want to fund these Contributions:

By Corporate Check  
 By EFT Draft (HSA Today will debit your account)  
 By Employer Initiated Wire/EFT [Wire Account Instructions \(PDF\)](#)

Deposit Date:

What amount do you want to send: \$

Enter a description for your deposit:

18. Contributions can be funded one of three ways:

- a. By Corporate Check – Fund the contributions with a check made out to HSA *Today* or DataPath Financial Services and mail to DataPath Financial Services, PO Box 55068, Little Rock, AR 72215. Completing a deposit using this funding option notifies HSA *Today* of the pending deposit.
- b. By EFT Draft – Fund the contributions by directing HSAToday to draft the money from your bank account.
- c. By Employer Initiated Wire/EFT – Contact your bank and request an ACH transfer from your account to HSA *Today* for the total contribution amount. For wiring instructions please call DFS at 888-665-1264. Completing a deposit using this funding option notifies HSA *Today* of the pending deposit.

19. By Corporate Check

- a. Complete the Check Number, Check Date, Mail Date, and Amount fields if the By Corporate Check option is selected.

The screenshot shows the HSA Today web interface. At the top, there are tabs for 'Benefits' and 'Contacts', and the HSA Today logo. The main header reads 'Demo TPA'. On the left, there is a red sidebar with a menu: 'Employer', 'Summary', 'Information', 'Employees', 'Contributions', and 'Cash Statement'. The main content area is titled 'Contributions - How to Fund'. It displays the following information:

- Batch Description: test 6/23/15 AF
- Contribution Date: 6/23/2015
- Current Contribution Total: \$600.00
- Allowed Contribution Total: \$600.00

Below this, it asks 'How do you want to fund these Contributions:'. There are three radio button options:

- By Corporate Check
- By EFT Draft (HSAToday will debit your account)
- By Employer Initiated Wire/EFT [Wire Account Instructions \(PDF\)](#)

For the 'By Corporate Check' option, there are input fields for:

- Check Number: [ ]
- Check Date: [ ]
- Mail Date: [ ]

There is also a 'Deposit Date' field with a calendar icon, currently set to 6/23/2015. Below that is a 'What amount do you want to send: \$' field and an 'Enter a description for your deposit:' field. At the bottom, there are 'Cancel' and 'Continue' buttons.

20. Enter deposit date.

- a. The date will be the date the draft is processed. If current or previous business day, will process that day.
- b. If a future date is entered, then the deposit will be pending until that day and then will be processed. Can enter up to 15 days in the future
- c. Click continue
- d. Print Confirmation
- e. Click Done

21. By EFT Draft (HSAToday will debit your account)

The screenshot shows the HSA Today web interface. At the top, there are tabs for 'Benefits' and 'Contacts', and the HSA Today logo. The main header reads 'Demo TPA'. On the left, there is a red sidebar with a menu: 'Employer', 'Summary', 'Information', 'Employees', 'Contributions', and 'Cash Statement'. The main content area is titled 'Contributions - How to Fund'. It displays the following information:

- Batch Description: test 6/23/15 AF
- Contribution Date: 6/23/2015
- Current Contribution Total: \$600.00
- Allowed Contribution Total: \$600.00

Below this, it asks 'How do you want to fund these Contributions:'. There are three radio button options:

- By Corporate Check
- By EFT Draft (HSAToday will debit your account)
- By Employer Initiated Wire/EFT [Wire Account Instructions \(PDF\)](#)

For the 'By EFT Draft' option, there is a 'Select Bank Account:' dropdown menu currently set to 'DEMO' and an 'Add Bank Account' link. Below that is a 'Deposit Date' field with a calendar icon, currently set to 6/23/2015. Below that is a 'What amount do you want to send: \$' field and an 'Enter a description for your deposit:' field. At the bottom, there are 'Cancel' and 'Continue' buttons.

22. Select Bank Account from dropdown option. If new account needed, click "Add Bank Account"
  23. Enter deposit date.
    - a. The date will be the date the draft is processed. If current or previous business day, will process that day.
    - b. If a future date is entered, then the deposit will be pending until that day and then will be processed. Can enter up to 15 days in the future.
  24. Enter Amount to draft
  25. Enter description for your deposit
  26. Click Continue
  27. Print Confirmation
  28. Click Done
29. By Employer Initiated Wire/EFT option is selected.

The screenshot shows the HSAToday web application interface. At the top, there are tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Today'. Below this is a red sidebar with the text 'Demo TPA' and a menu for 'Employer' with options: Summary, Information, Employees, Contributions (selected), and Cash Statement. The main content area is titled 'Contributions - How to Fund'. It displays the following information:

- Batch Description: test 6/23/15 AF
- Contribution Date: 6/23/2015
- Current Contribution Total: \$600.00
- Allowed Contribution Total: \$600.00

Below this, there is a section titled 'How do you want to fund these Contributions:' with three radio button options:

- By Corporate Check
- By EFT Draft (HSAToday will debit your account)
- By Employer Initiated Wire/EFT [Wire Account Instructions \(PDF\)](#)

There are also input fields for:

- Deposit Date: 6/23/2015 (with a calendar icon)
- What amount do you want to send: \$ (with a text input field)
- Enter a description for your deposit: (with a text input field)

At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

30. Enter deposit date.
  - a. The date will be the date the draft is processed. If current or previous business day, will process that day.
  - b. If a future date is entered, then the deposit will be pending until that day and then will be processed. Can enter up to 15 days in the future.
31. Enter amount to send to HSAToday
32. Enter description for your deposit
33. Click Continue
34. Print Confirmation
35. Click Done

## Manual Contributions

36. Contributions can be manually entered using the Manually Create Contributions option.

The screenshot shows the HSA website interface for 'Divine Chocolate'. The user is logged in as Susan Howard, Employer for Divine Chocolate (13922013). The main navigation menu includes Benefits, Contacts, and HSA Today. The left sidebar shows the Employer menu with options: Summary, Information, Employees, Contributions (selected), and Cash Statement. The main content area is titled 'Contributions - Choose Data Source' and contains the instruction: 'Start your new Batch by choosing one of the following:'. There are three radio button options: 'Import From a File', 'Manually Create Contributions' (which is selected), and 'Copy from Previous Contributions'. At the bottom of the options are 'Cancel' and 'Continue' buttons.

37. Enter a Batch Description

38. Enter Contribution date

39. Choose Contribution Tax year

- a. Default will be current tax year
- b. Between Jan 1 and April 15<sup>th</sup>, the previous tax year will be available
- c. Between April 16<sup>th</sup> and Dec 25<sup>th</sup> only current tax year is available
- d. Between Dec 25 and Dec 31<sup>st</sup>, the next tax year will be available

The screenshot shows the HSA website interface for 'Demo TPA'. The user is logged in as Employer for AB. The main navigation menu includes Benefits, Contacts, and HSA Today. The left sidebar shows the Employer menu with options: Summary, Information, Employees, Contributions (selected), and Cash Statement. The main content area is titled 'Contributions - Create New Manual Batch' and contains the instruction: 'Enter information about the Batch.'. There are three input fields: 'Enter a Description of this Batch:' (a text box), 'Contribution Date:' (a date picker), and 'Contribution Tax Year:' (a dropdown menu set to 2015). At the bottom of the form are 'Cancel' and 'Continue' buttons.

40. All Account Holders will load ready for contribution amount entry.

Benefits | Contacts | **HSA** | **Divine Chocolate** | Change Role | Change Password | Logout

You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**

- Summary
- Information
- Employees
- Contributions**
- Cash Statement

**Contributions - Import File**

Batch Description: **PPN 4**  
Contribution Date: 2/15/2008

Cancel | Print | Re-Import | Continue

Add Another Contribution

**Preview**

SSN	Name	Employer Amount	Employee Pre-tax	Employee Post-tax	Total Amount	Avail. Under Limit	Status	Allowed Contributions	Delete
820-55-9999	Paul Clark	\$0.00	\$0.00	\$0.00	\$0.00	\$4,650.00	OK	\$0.00	Delete
821-11-9999	Karen Cobb	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	OK	\$0.00	Delete
820-44-9999	Abby Dierk	\$0.00	\$0.00	\$0.00	\$0.00	\$4,925.00	OK	\$0.00	Delete
820-66-9999	Fred Flint	\$0.00	\$0.00	\$0.00	\$0.00	\$4,750.00	OK	\$0.00	Delete
820-99-9999	Lisa James	\$0.00	\$0.00	\$0.00	\$0.00	\$2,379.20	OK	\$0.00	Delete
821-22-9999	Melissa Mathis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK	\$0.00	Delete
821-33-9999	Faith Mound	\$0.00	\$0.00	\$0.00	\$0.00	\$4,700.00	OK	\$0.00	Delete
820-88-9999	Wanda Mueller	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	OK	\$0.00	Delete
820-22-9999	Christine Roy	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	OK	\$0.00	Delete
821-77-9999	Jack Sprat	\$0.00	\$0.00	\$0.00	\$0.00	\$5,400.01	OK	\$0.00	Delete
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	

Cancel | Print | Re-Import | Continue

41. Enter the contribution amounts in the correct column, Employer Amount, Employee Pre-tax, and/or Employee Post-tax.

Benefits | Contacts | **HSA** | **Divine Chocolate** | Change Role | Change Password | Logout

You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**

- Summary
- Information
- Employees
- Contributions**
- Cash Statement

**Contributions - Import File**

Batch Description: **PPN 4**  
Contribution Date: 2/15/2008

Cancel | Print | Re-Import | Continue

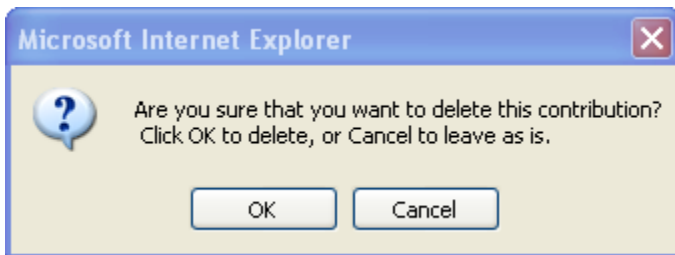
Add Another Contribution

**Preview**

SSN	Name	Employer Amount	Employee Pre-tax	Employee Post-tax	Total Amount	Avail. Under Limit	Status	Allowed Contributions	Delete
820-55-9999	Paul Clark	\$0.00	\$150.00	\$0.00	\$150.00	\$4,650.00	OK	\$150.00	Delete
821-11-9999	Karen Cobb	\$0.00	\$200.00	\$0.00	\$200.00	\$4,800.00	OK	\$200.00	Delete
820-44-9999	Abby Dierk	\$0.00	\$175.00	\$0.00	\$175.00	\$4,925.00	OK	\$175.00	Delete
820-66-9999	Fred Flint	\$0.00	\$200.00	\$0.00	\$200.00	\$4,750.00	OK	\$200.00	Delete
820-99-9999	Lisa James	\$0.00	\$104.16	\$0.00	\$104.16	\$2,379.20	OK	\$104.16	Delete
821-22-9999	Melissa Mathis	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	Exceeds Limit	\$100.00	Delete
821-33-9999	Faith Mound	\$0.00	\$200.00	\$0.00	\$200.00	\$4,700.00	OK	\$200.00	Delete
820-88-9999	Wanda Mueller	\$0.00	\$200.00	\$0.00	\$200.00	\$4,800.00	OK	\$200.00	Delete
820-22-9999	Christine Roy	\$0.00	\$200.00	\$0.00	\$200.00	\$4,800.00	OK	\$200.00	Delete
821-77-9999	Jack Sprat	\$0.00	\$144.00	\$0.00	\$144.00	\$5,400.01	OK	\$144.00	Delete
<b>Totals:</b>		<b>\$0.00</b>	<b>\$1,673.16</b>	<b>\$0.00</b>	<b>\$1,673.16</b>			<b>\$1,673.16</b>	

Cancel | Print | Re-Import | Continue

42. Any contribution record can be removed by clicking Delete.



43. Click Ok to remove the contribution or Cancel to leave the contribution.

44. Other employee/Account Holders can be added to this list by clicking the 'Add Another Contribution' button.

45. Once all contribution amounts have been entered click Continue.

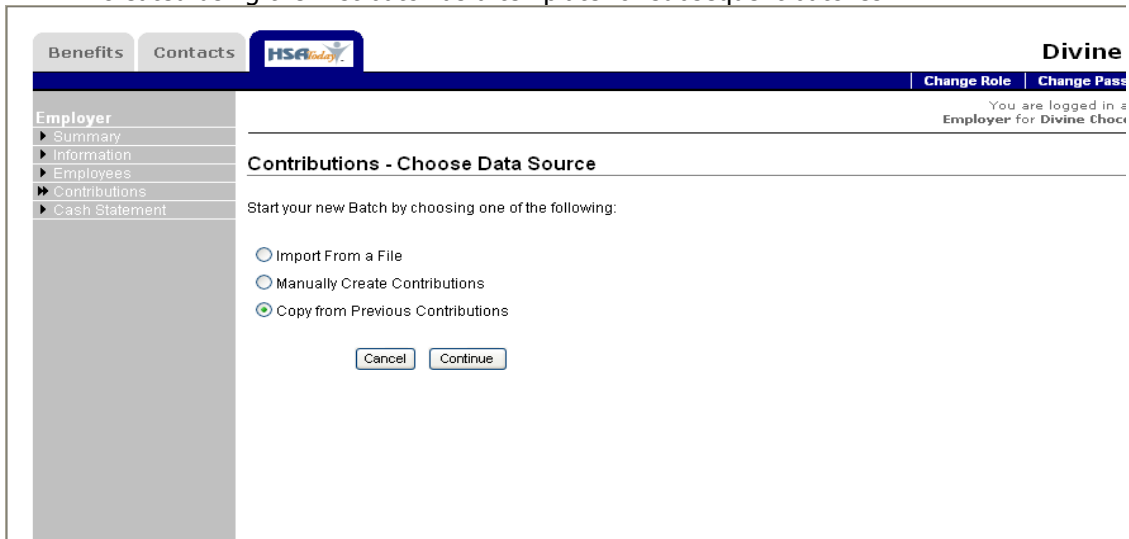
46. Confirmation page to print for records

47. Click Enter Deposit to send funding for HSA Contributions



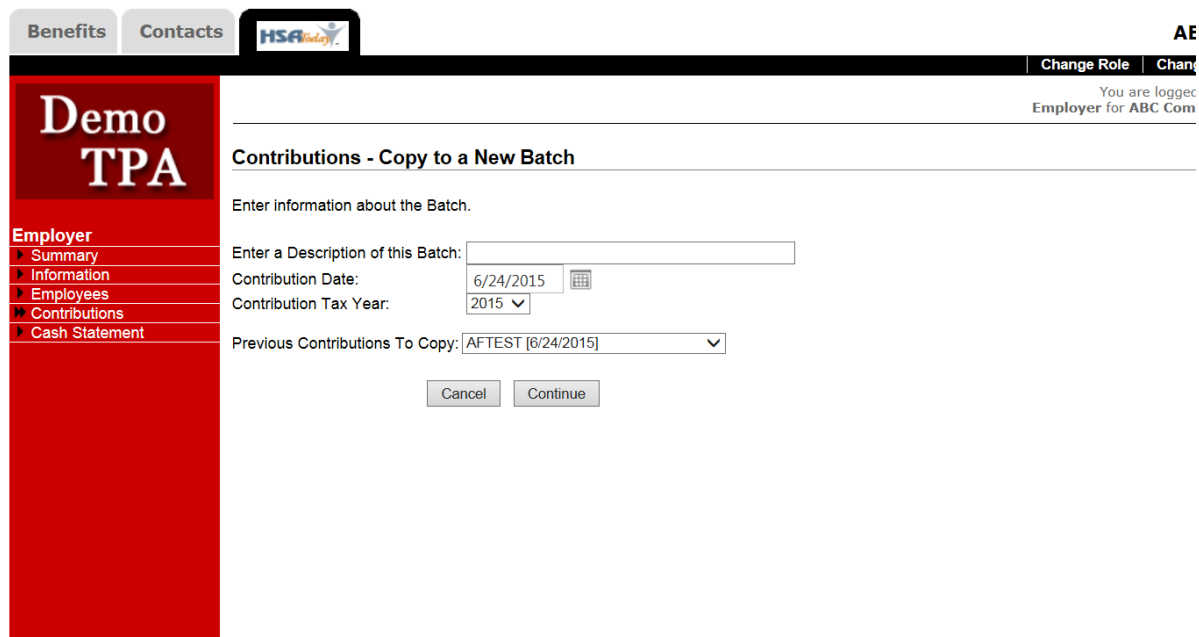
## Create Contributions from Previous Contribution Batches

48. After the first contribution batch is created by import or manually, all other contribution batches can be created using the first batch as a template for subsequent batches.



The screenshot shows the HSA website interface. At the top, there are tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Online'. The user is logged in as 'Divine' and is an 'Employer for Divine Thro...'. The main content area is titled 'Contributions - Choose Data Source'. It prompts the user to 'Start your new Batch by choosing one of the following:'. There are three radio button options: 'Import From a File', 'Manually Create Contributions', and 'Copy from Previous Contributions'. The 'Copy from Previous Contributions' option is selected. Below the options are 'Cancel' and 'Continue' buttons.

49. Select the Copy from Previous Contributions option and click Continue.



The screenshot shows the HSA website interface. At the top, there are tabs for 'Benefits' and 'Contacts', and a logo for 'HSA Online'. The user is logged in as 'AE' and is an 'Employer for ABC Com'. The main content area is titled 'Contributions - Copy to a New Batch'. It prompts the user to 'Enter information about the Batch.'. There are four input fields: 'Enter a Description of this Batch:' (text input), 'Contribution Date:' (date picker showing 6/24/2015), 'Contribution Tax Year:' (dropdown menu showing 2015), and 'Previous Contributions To Copy:' (dropdown menu showing AFTEST [6/24/2015]). Below the fields are 'Cancel' and 'Continue' buttons.

50. Enter a description

51. Enter Contribution Date

52. Choose Tax year.

- Default will be current tax year
- Between Jan 1 and April 15<sup>th</sup>, the previous tax year will be available
- Between April 16<sup>th</sup> and Dec 25<sup>th</sup> only current tax year is available
- Between Dec 25 and Dec 31<sup>st</sup>, the next tax year will be available

53. Select the previous batch from which to create the current contribution batch from the Previous Contributions to Copy dropdown list

54. Click Continue.

Benefits Contacts **HSA** **Divine Chocolate** [Change Role](#) [Change Password](#) [Logout](#)  
 You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**  
 ▶ Summary  
 ▶ Information  
 ▶ Employees  
 ▶ Contributions  
 ▶ Cash Statement

### Contributions - Import File

Batch Description: **PPN 5**  
 Contribution Date: 3/1/2008

[Cancel](#) [Print](#) [Re-Import](#) [Continue](#)

[Add Another Contribution](#)

**Preview**

SSN	Name	Employer Amount	Employee Pre-tax	Employee Post-tax	Total Amount	Avail. Under Limit	Status	Allowed Contributions	Delete
821-11-9999	Karen Cobb	\$0.00	\$200.00	\$0.00	\$200.00	\$4,600.00	OK	\$200.00	<a href="#">Delete</a>
820-44-9999	Abby Dierk	\$0.00	\$175.00	\$0.00	\$175.00	\$4,750.00	OK	\$175.00	<a href="#">Delete</a>
820-66-9999	Fred Flint	\$0.00	\$200.00	\$0.00	\$200.00	\$4,550.00	OK	\$200.00	<a href="#">Delete</a>
820-99-9999	Lisa James	\$0.00	\$104.16	\$0.00	\$104.16	\$2,275.04	OK	\$104.16	<a href="#">Delete</a>
821-22-9999	Melissa Mathis	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	Exceeds Limit	\$100.00	<a href="#">Delete</a>
821-33-9999	Faith Mound	\$0.00	\$200.00	\$0.00	\$200.00	\$4,500.00	OK	\$200.00	<a href="#">Delete</a>
820-88-9999	Wanda Mueller	\$0.00	\$200.00	\$0.00	\$200.00	\$4,600.00	OK	\$200.00	<a href="#">Delete</a>
820-22-9999	Christine Roy	\$0.00	\$200.00	\$0.00	\$200.00	\$4,600.00	OK	\$200.00	<a href="#">Delete</a>
821-77-9999	Jack Sprat	\$0.00	\$144.00	\$0.00	\$144.00	\$5,256.01	OK	\$144.00	<a href="#">Delete</a>
<b>Totals:</b>		<b>\$0.00</b>	<b>\$1,523.16</b>	<b>\$0.00</b>	<b>\$1,523.16</b>			<b>\$1,523.16</b>	

[Cancel](#) [Print](#) [Re-Import](#) [Continue](#)

55. The contributions from the selected Previous Batch will load. The amounts can be changed, deleted, or other employees/Account Holders added.
56. Click Continue
57. Confirmation page to print for records
58. Click Enter Deposit to send funding for HSA Contributions

### View Prior Contribution Batches

59. All contribution batches that have been entered can be viewed by clicking the View Prior Contribution Batches link.

Benefits Contacts **HSA** **Divine Chocolate** [Change Role](#) [Change Password](#) [Logout](#)  
 You are logged in as Susan Howard, Employer for Divine Chocolate (13922013)

**Employer**  
 ▶ Summary  
 ▶ Information  
 ▶ Employees  
 ▶ Contributions  
 ▶ Cash Statement

### View Contribution Batches

[View Printable Version](#)

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Show:

Date	Description	Amount	Contribution Count	Contribution Status	Import Status	
2/15/2008	PPN 4	\$1,523.16	9	Awaiting Funding	Import Complete	<a href="#">[DETAILS]</a> <a href="#">[DELETE]</a> <a href="#">[CONTINUE]</a>
1/15/2008	PPN 1	\$1,529.16	9	Complete	Import Complete	<a href="#">[DETAILS]</a> <a href="#">[DELETE]</a> <a href="#">[CONTINUE]</a>

[Back](#)

60. The list can be filtered by selecting Last 30 Days, Last 60 Days, Last 90 Days, Last 120 Days, and All from the Show dropdown list.
61. The details of each batch can be viewed by clicking the Details link next to the batch. Any batch not yet funded can be deleted.

## Cash Statement

The Cash Statement has an important purpose. It shows how much funding the Employer has sent to the HSA Custodian and how much has been allocated to individual HSA accounts. The management of HSA funds through this site gives the employer control over the HSA funding process. At any time the employer can see how much has been sent to the employee's HSA and how much is still unallocated. If the employer needs to send more or request a return of funds, then it will be done via this Cash Statement option. Our goal is to put the Employer in control of their employee's HSA funding.

Date	Description	Deposit	Allocation	Balance	Status
	Previous Balance	\$0.00	\$0.00	\$0.00	
1/11/2008	Deposit	\$1,529.16		\$1,529.16	Posted
1/15/2008	Allocation		\$1,529.16	\$0.00	Posted
1/15/2008	Deposit	\$1,529.16		\$1,529.16	Posted
1/15/2008	Deposit	\$1,529.16		\$3,058.32	Posted
	<b>Total Posted:</b>	<b>\$4,587.48</b>	<b>\$1,529.16</b>	<b>\$3,058.32</b>	
	Previous Balance	\$0.00	\$0.00	\$0.00	
2/15/2008	Allocation		\$1,523.16	(\$1,523.16)	Awaiting Funding
	<b>Total Pending:</b>	<b>\$0.00</b>	<b>\$1,523.16</b>	<b>(\$1,523.16)</b>	
	<b>Total Posted &amp; Pending:</b>	<b>\$4,587.48</b>	<b>\$3,052.32</b>	<b>\$1,535.16</b>	

There should never be a negative balance occur on the cash statement, ideally there should always be a zero balance (meaning that all funds are properly allocated), but there can be a positive balance (or unallocated balance) for several reasons.

Reason for a positive cash statement balance:

1. Employer has funded the employee's HSA, but a contribution allocation report has not been processed. (HSAToday® does not know how to allocate the funding)
2. Employer has funded and contributions are allocated, but there were one or more individuals who could not receive the allocation because:
  - a. Individual is not an account owner. (Account is not setup or approved)
  - b. Individual is not identified. (No record of the social security number)
  - c. Individual's HSA is closed.

Available Menu Options:

- **Enter a Deposit:** This is how the employer sends funds for deposit to the employee's HSA account. This option is important because at times the employer will need to send funds on demand to make up for a shortage or oversight.
  - **Deposit date:** Date the deposit will process. If future date is entered, then draft will not be processed until that day. Deposit date can be up to 15 days in the future.
- **Request a Refund:** This is how the employer requests funds to be returned. This is an important feature, because at times there can be overfunding in the employer's HSA bucket that will never be allocated to an individual. The employer needs a way of recovering these funds at will.