USER GUIDE
Employer HSAToday™ Web Portal

HSAToday™

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

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.

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.

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.

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?

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.

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.

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.

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.

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:	Current	Date Created	Effective Payroll Date	Payroll Status	Employer Amount	Employee Deduction	Draft Start Date	Draft Stop Date	Draft Amount
				Payroll			Drafts		
	☑	05/21/2007	01/01/2007	Active	41.67	0.00			0.00
	☐	02/07/2007	01/01/2007	Active	41.67	50.00			0.00
	☐	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		[EDIT]	[DELETE]
Deductible & Tier History:	Current	Date Created	Effective Deductible Date		Tier	Deductible
[CHANGE] [UNDO]	☑	01/08/2006	01/01/2006		Family	5,400.00

Previous   Next

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.

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

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

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

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 15th, the previous tax year will be available
   c. Between April 16th and Dec 25th only current tax year is available
   d. Between Dec 25 and Dec 31st, 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

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
	Totals:	$0.00	$4,429.16	$25.00	$4,454.16			$4,454.16

[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.

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).

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
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
	Totals:	$0.00	$4,562.49	$25.00	$4,587.49			$4,587.49

[Cancel] [Print] [Re-Import] [Continue]

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.

Contributions - Confirmation

[View Printable Version]

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.

[Done] [Enter Deposit]

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

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 (HSAToday will debit your account)
○ By Employer Initiated Wire/EFT Wire Account Instructions (PDF)

Deposit Date: 6/23/2015
What amount do you want to send: $
Enter a description for your deposit:

[Cancel] [Continue]

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.

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)

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.

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.

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 15th, the previous tax year will be available
    c. Between April 16th and Dec 25th only current tax year is available
    d. Between Dec 25 and Dec 31st, the next tax year will be available

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

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
	Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**			**$0.00**	

Cancel | Print | Re-Import | Continue

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

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**
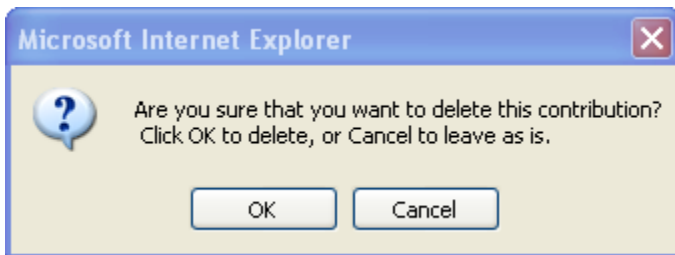Contribution Date: **2/15/2008**

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
	Totals:	**$0.00**	**$1,673.16**	**$0.00**	**$1,673.16**			**$1,673.16**	

Cancel | Print | Re-Import | Continue

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

Microsoft Internet Explorer

Are you sure that you want to delete this contribution?
Click OK to delete, or Cancel to leave as is.

OK | Cancel

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.
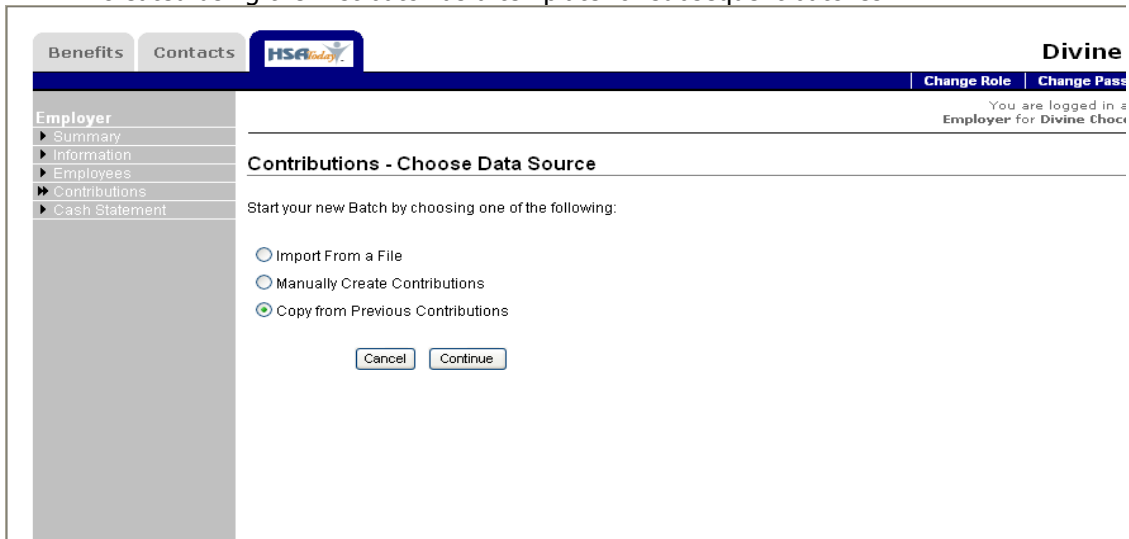45. Once all contribution amounts have been entered click Continue.
46. Confirmation page to print for records
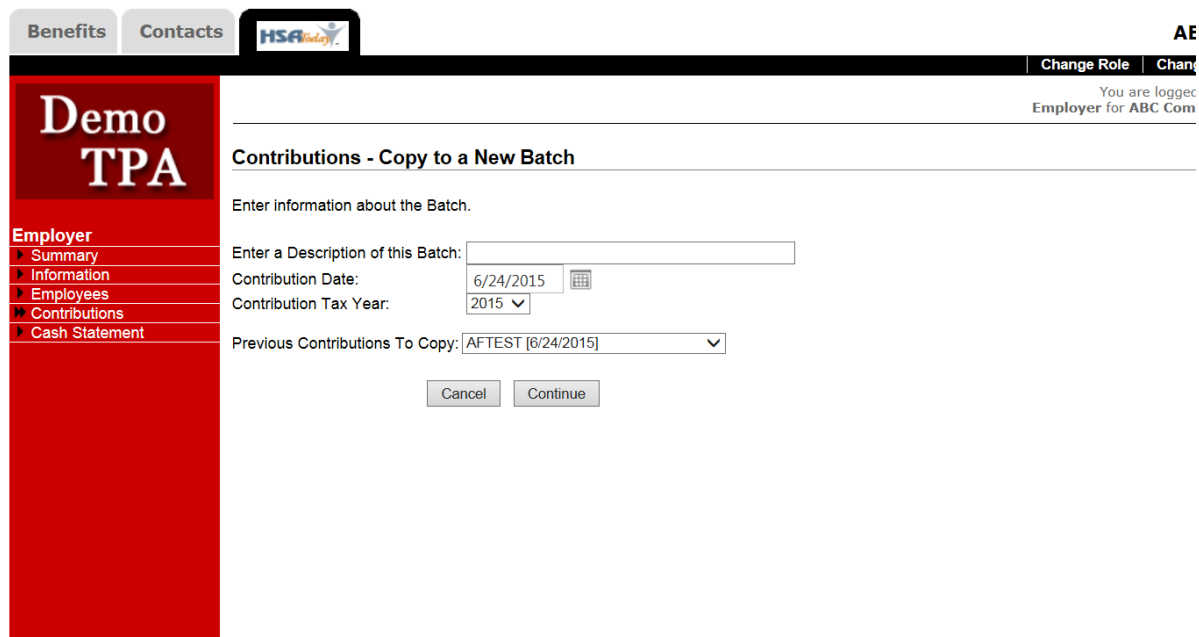47. Click Enter Deposit to send funding for HSA Contributions

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.

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

50. Enter a description
51. Enter Contribution Date
52. Choose Tax year.
    a. Default will be current tax year
    b. Between Jan 1 and April 15th, the previous tax year will be available
    c. Between April 16th and Dec 25th only current tax year is available
    d. Between Dec 25 and Dec 31st, 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.

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	Delete
820-44-9999	Abby Dierk	$0.00	$175.00	$0.00	$175.00	$4,750.00	OK	$175.00	Delete
820-66-9999	Fred Flint	$0.00	$200.00	$0.00	$200.00	$4,550.00	OK	$200.00	Delete
820-99-9999	Lisa James	$0.00	$104.16	$0.00	$104.16	$2,275.04	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	$4,500.00	OK	$200.00	Delete
820-88-9999	Wanda Mueller	$0.00	$200.00	$0.00	$200.00	$4,600.00	OK	$200.00	Delete
820-22-9999	Christine Roy	$0.00	$200.00	$0.00	$200.00	$4,600.00	OK	$200.00	Delete
821-77-9999	Jack Sprat	$0.00	$144.00	$0.00	$144.00	$5,256.01	OK	$144.00	Delete
	Totals:	$0.00	$1,523.16	$0.00	$1,523.16			$1,523.16	

[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.

View Contribution Batches

[View Printable Version]

[Back]

Show: [Last 30 Days ▾]

Date	Description	Amount	Contribution Count	Contribution Status	Import Status			
2/15/2008	PPN 4	$1,523.16	9	Awaiting Funding	Import Complete	[DETAILS]	[DELETE]	[CONTINUE]
1/15/2008	PPN 1	$1,529.16	9	Complete	Import Complete	[DETAILS]	[DELETE]	[CONTINUE]

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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.

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.
  - o **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 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.