

HealthEquity®

# EMPLOYER PORTAL REPORTS

Sampling of general reports available to employers  
offering HealthEquity accounts

# TABLE OF CONTENTS

<b>HSA sample reports</b> .....	<b>3</b>
Contribution History .....	3
Held Up Contributions .....	4
HSA Status .....	4
Over Contributions .....	4
Account Summary .....	5
Card Status .....	5
Pre-Paid Deposit (PPD) .....	5
<b>FSA/HRA sample reports</b> .....	<b>6</b>
Claim Payments .....	6
Claims Detail .....	7
Funding Ledger .....	7
Funding Summary .....	7
Overpayments .....	8
Plan Summary .....	8
<b>Wellbeing sample reports</b> .....	<b>9</b>
Activity .....	9
Eligibility .....	10
Payroll Reimbursement .....	10
Funding .....	11
<b>Commuter sample reports</b> .....	<b>12</b>
Election .....	12
Adds, Cancellations, & Re-Elections .....	12
Payroll .....	13
Invoice Reports Bundle .....	13
.....	14
<b>COBRA sample reports</b> .....	<b>15</b>
Premium Allocation / Carrier Remittance .....	15
Eligibility .....	15
Affordable Care Act (ACA) .....	16
Returned Mail .....	16
<b>General sample reports</b> .....	<b>17</b>
Invoices .....	17
Payments .....	17
Employee Listing .....	17

# HSA SAMPLE REPORTS

Top reports are a click away from the home page, and brief program status information is available at a glance.

Employee Info ▾ Insurance Info ▾ Manage Money ▾ Company Detail ▾ Resources ▾

## HEALTH SAVINGS ACCOUNT

As of 02/08/2021 3:00 AM MST

79%

Last 29 Days

Members Contributing

Make Contribution

### REPORTS

- Account Type Summary
- Card Status Report
- Contribution History
- Held-up Contributions
- Payments & Invoices
- View All

Contributions YTD  
**\$21,917,423**

Active Members  
**20,635**

Held-Up Contributions  
**56**

## Contribution History

View a complete history of contributions made to HSAs through payroll and incentive earnings. The report displays a summary by employee, while a click allows visibility into the detailed HSA contributions.

- Filter according to both tax and calendar year or specify a date range.
- Search for members by employee ID or first and last name.
- Quickly clear filters and download a copy for recordkeeping or further analysis.

HealthEquity Employer Portal

Employee Info | Insurance Info | Manage Money | Company Detail | Reports | Resources

### Contribution Report

Available Filters

Date Range

Search by Tax Year

2020

Search by Calendar Year

Start: 01/01/2020

End: 12/31/2020

Search

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Coverage Tier

All

Self

Family

Other

Employee ID	Department	Last Name	First Name	ER Contribution	EE Contribution	Incentive	Pending ER Contribution	Pending EE Contribution	Pending Incentives	View Details
892-02-7638	Location 1	Derrison	Drad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Details</a>
263-94-7362	Location 2	Birkerhoff	Tad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Details</a>
938-74-0476	Location 2	Brown	Jamie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Details</a>
Sample		Doan	James	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Details</a>

#### Contribution Detail for

Invoice ID	Date Paid	Tax Year	Type	Amount
5jusskh	1/7/2021	2021	Employer Contribution	\$200.00
5jusskh	1/7/2021	2021	Employee Contribution	\$25.00
grj7Zl	1/21/2021	2021	Employee Contribution	\$25.00
<b>Total</b>				<b>\$250.00</b>

## Held Up Contributions

HealthEquity holds money in a suspense account for the small percentage of accounts that have conflicting coverage or do not immediately have their HSA verified as required by the US Patriot Act. This allows employers to fully fund payroll while HealthEquity works with the members to resolve their accounts.

- View the status of any held up contributions accounts, how long they have been waiting, and the reason they are outstanding.
- Filter and export capabilities: NONE

Employee Id	Name	Days Waiting	Reason	ER Cont	EE Cont	Pending ER	Pending EE
123456789	Jane Doe	1	Failed CIP	\$0.00	\$0.00	\$500.00	\$45.00
123456123	Joe Member	8	No Employer Coverage	\$500.00	\$0.00	\$0.00	\$0.00

Actual report data and appearance may vary.

## HSA Status

View a quick status of HSA activation and closed accounts. Activation is defined as having activated their HSA debit card, logged into the account online and accepted the terms of the online agreement, or paid a claim.

- Filter according to department or account status. Search by employee ID or first and last name.
- Export Options: Excel

Dept	Name	Employee ID	Enrollment Date	HSA Account Status
Finance	Jane Doe	123456789	1/1/21	Activated
Marketing	Joe Member	123456123	2/5/21	Inactive

Actual report data and appearance may vary.

## Over Contributions

For various reasons, members may receive HSA contributions that may be higher than allowed based on their age and coverage type. Members listed can contact HealthEquity member services to distribute the excess amount and avoid potential IRS penalties. Please note, the distribution amount may be subject to income tax.

- View contributions made, contributions allowed, and potential excess by member.
- Filter according to tax year.
- Export Options: Excel

Last Name	First Name	Employee ID	Contributions Made	Contributions Allowed	Potential Excess
Doe	Jane	123456789	\$2,150.00	\$0.00	\$2,150.00
Member	Joe	123456123	\$7,200.00	\$3,600.00	\$3,600.00

Actual report data and appearance may vary.

## Account Summary

Clients can gain insight into how their HSA program is maturing and how members are preparing for healthcare expenses. View average balances and number of accounts within balance tiers across their HSA cash and investment balances.

- Export Options: all common formats
- Note: HSA or Investment balance visible if at least five or more employees have non-zero account balances.

Account	Employees	0 Balance	> 2500 Balance	Average Balance	Maximum	\$1-\$500 Balance	\$1-\$500 Balance	\$1-\$500 Balance	\$1-\$500 Balance	\$1-\$500 Balance
HSA	16012	1027	172	\$550.12	\$56,209.22	9065	6507	142	83	88
Investment	68	23	27	\$4,030.05	\$40,032.37	8	3	7	11	16

\*Note: HSA or Investment balance visible if at least five or more employees have non-zero account balances.

Actual report data and appearance may vary.

## Card Status

Quickly address member questions with visibility to their card status and mail dates.

- Search by Member attributes or filter by Card status and Department
- Export Options: all common formats

Employee ID	Dept	Name	Card Status	Card Mailed Date	Card Type
123456789	Finance	Doe, Jane	Active	12/15/20	HSA
123456123	Manufacturing	Dean, Demo	Inactive	1/15/21	HSA

Actual report data and appearance may vary.

## Pre-Paid Deposit (PPD)

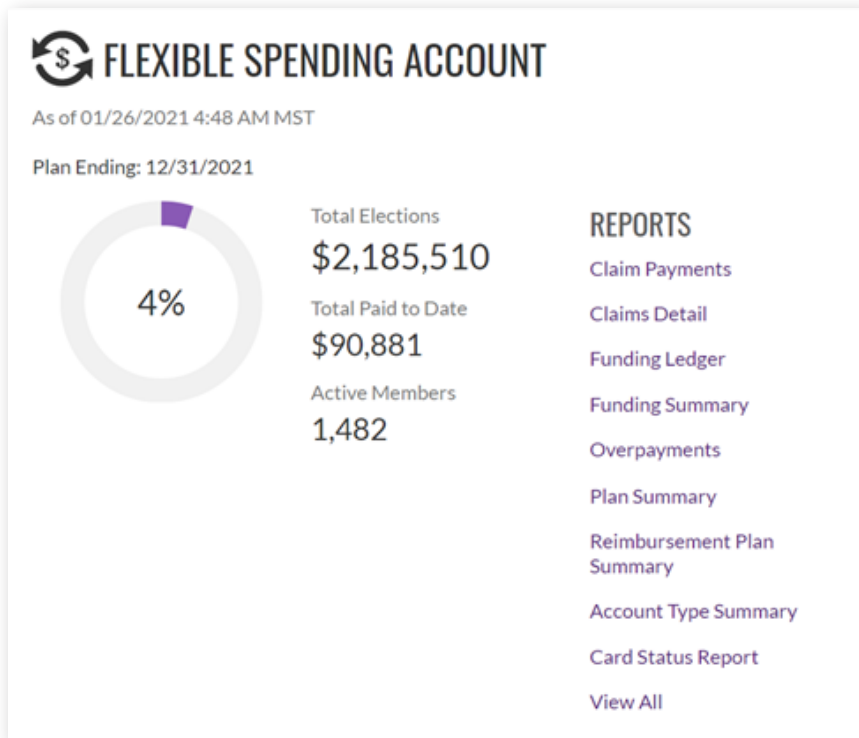
When funding is done via direct deposit, clients can view and download assigned account numbers for HSA members to simplify the payroll contribution process.

Employee ID	Name	Dept	Routing number	Bank account number
1234567	Bently, John	Finance	123456789	1234567890000001
1234568	Dean, Demo	Manufacturing	123456780	1234567890000002
1234569	Dean, Demo	Marketing	123456781	1234567890000003
1234561	Demo, Demo D.	Manufacturing	123456782	1234567890000004
1234562	Doe, James D.	Manufacturing	123456783	1234567890000005
1234563	Doe, John	Sales	123456784	1234567890000006

Actual report data and appearance may vary.

# FSA/HRA SAMPLE REPORTS

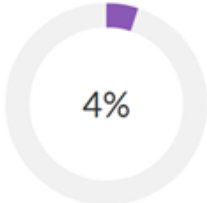
View total elections, total paid, and active membership directly on the home page. Access to top reports is a single click away.



**FLEXIBLE SPENDING ACCOUNT**

As of 01/26/2021 4:48 AM MST

Plan Ending: 12/31/2021



4%

Total Elections  
**\$2,185,510**

Total Paid to Date  
**\$90,881**

Active Members  
**1,482**

**REPORTS**

- Claim Payments
- Claims Detail
- Funding Ledger
- Funding Summary
- Overpayments
- Plan Summary
- Reimbursement Plan Summary
- Account Type Summary
- Card Status Report
- View All

## Claim Payments

View a breakdown of payments made from FSAs and HRAs. Understand payments made by date and method of payment.

- Select a date range and view a list of claim payments. View payment information including, date of payment, payment method (virtual card, check, or card transaction), amount and payee (employee or provider paid).

Name	Employee ID	Dept.	Account Type	Payment date	Payment Type	Payment Amount	Payee
Jane Demo	123456789	Finance	FSA	1/22/21	ACH	\$70.00	Member
Joe Member	123456123	Marketing	HRA	1/7/21	Check	\$125.47	Provider

Actual report data and appearance may vary.

## Claims Detail

View expanded details of processed claim information for each employee, the plan the claim was paid from, when and how it was paid, payment amount, and whether it was a reimbursement to the employee or payment to the provider.

- Export Options: all common formats

Employee ID	Department	Name	Reimbursement Plan	Date Processed	Date of Service	Patient	Claim Type	Requested	Denied
123456789	Finance	Demo, Jane	2021 FSA	1/22/21	1/22/21	Jane Demo	Pharmacy	\$70.00	\$0.00
123456123	Marketing	Member, Joe	2021 HRA	1/7/21	1/3/21	Joe Member	Medical	\$125.47	\$0.00

Continuation of report below. ↓

HRA Deductible	Allowed	Pending	Payment Amount	Payment Date	Payment Type	Payee	Claim ID
\$0.00	\$70.00	\$0.00	\$70.00	1/22/21	HealthEquity Card	Provider	0001
\$0.00	\$125.47	\$0.00	\$125.47	1/7/21	Check	Member	0000

Actual report data and appearance may vary.

## Funding Ledger

Detailed report of claim payments and funding replenishments over the date range specified.

- View payment details by transaction including, payment dates, amounts, methods, and a running pre-fund balance
- Export Options: Excel

Payment Date	Member	Employee ID	Dept.	Type	Description	Credit	Debit	Balance
1/22/21	Jane Demo	123456789	Finance	ACH	Claim Payment		(\$70.00)	\$51,353.00
1/7/21	Joe Member	123456123	Marketing	ACH	Claim Payment		(\$125.47)	\$34,374.53

Actual report data and appearance may vary.

## Funding Summary

Allows clients to track the aggregate plan election amount against the claims paid from the plan. Quickly see plan liability, total funds received, and claims paid or pending.

- View the pre-funding or peg amount, available balance, and funds pending.
- Export Options: Excel

Plan Year	Plan Type	Funding Schedule	Schedule Start Date	Percent	Peg Amount	Total Election Amount	Total Claims Paid	Funding Received	Available Balance	Claims Pending	Funding Pending
2021	HRA	Weekly	12/15/20	10%	\$3,450.00	\$34,500.00	\$11,416.00	\$11,416.00	\$3,450.00	\$0.00	\$0.00
2021	FSA	Daily	12/15/20	6%	\$3,085.38	\$51,423.00	\$8,015.37	\$8,015.37	\$2,085.38	\$0.00	\$0.00

Actual report data and appearance may vary.

## Overpayments

View unsubstantiated card transactions and overpayments by payment date, age, and overpayment amount. Allows employer to track those members who have not sent in substantiation for claims. These claims would have been paid in the last 90 days and then in 90+ days.

- Overpayments when the claim amount is greater than the paid amount. This happens often with adjusted claims. Report can be sorted by plan year, plan type, plan name, department, and employee name.
- Export Options: Excel

Member Name	Employee ID	Department	Account Type	Payment Date	Age	Overpayment Amount
Jane Demo	123456789	Finance	HRA	1/1/21	73 Days	\$25.22
Joe Member	123456123	Marketing	FSA	1/7/21	67 Days	\$118.65

Actual report data and appearance may vary.

## Plan Summary

Provides an overview of a member's account at the plan level. This report can be filtered by plan year, plan type, plan name, department, member, and a date range. Allows you to see by member: rollover amounts, election amount, total deposits, total claims, claims allowed, claims denied, claims paid, fees paid, plan balance, YTD balance (for HRA and FSA this would be the same as the election amount and for DCRA it is the amount deposited YTD), plan start date and end date.

- Monetary fields are totaled for a convenient summary view.
- Export Options: Excel

Employee ID	Department	Name	Reimbursement Plan	Total Rollover Deposit	Total Rollover to New Plan	Total Election	Total Deposit	Total Claims
<b>Totals:</b>				<b>\$500.00</b>		<b>\$4,000.00</b>	<b>\$1,560.00</b>	<b>\$195.47</b>
123456789	Finance	Demo, Jane	2021 FSA	\$500.00		\$2,500.00	\$1,560.00	\$70.00
123456123	Marketing	Member, Joe	2021 HRA	\$0.00		\$1,500.00	\$0.00	\$125.47

Continuation of report below. ↓

Total allowed	Total Denied	Total Paid	Total Fees	Outstanding Overpaid Amount	Plan Balance	YTD Balance (Deposits Paid)	Coverage Start	Coverage End
<b>\$195.47</b>	<b>\$0.00</b>	<b>\$195.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,805.53</b>	<b>\$3,805.53</b>		
\$70.00	\$0.00	\$70.00	\$0.00	\$0.00	\$2,430.00	\$2,430.00	1/1/21	12/31/21
\$125.47	\$0.00	\$125.47	\$0.00	\$0.00	\$1,374.53	\$1,374.53	1/1/21	12/31/21

Actual report data and appearance may vary.



# WELLBEING SAMPLE REPORTS

**SURROGACY REIMBURSEMENT - CONTRACT 1**  
As of 06/17/2020 7:00 AM CT

Plan Month Aug 2020

32%

Funds Used

Benefits Paid Monthly  
**\$10,268**

Active Members  
83

Eligible Members  
11,172

**REPORTS**

[Activity](#)

[Eligibility](#)

[Payroll Reimbursement](#)

[View All](#)

**AGILE DEFENSE FITNESS REIMBURSEMENT**  
As of 06/17/2020 7:00 AM CT

Plan Year 2020

75%

Funds Used

Benefits Paid YTD  
**\$112,000**

Active Members  
852

Eligible Members  
11,172

**REPORTS**

[Activity](#)

[Eligibility](#)

[Payroll Reimbursement](#)

[View All](#)

**TUITION REIMBURSEMENT**  
As of 06/17/2020 7:00 AM CT

Plan Q3 2020

40%

Funds Used

Benefits Paid Quarterly  
**\$56,955**

Active Clients  
444

Eligible Members  
11,172

**REPORTS**

[Activity](#)

[Eligibility](#)

[Payroll Reimbursement](#)

[View All](#)

## Activity

On demand view of members who filed claims within the specified period.

- Clients can specify report parameters and schedule reporting for convenient pickup.
- View summary information and detailed breakdown.
- Export Options: CSV and Excel

### Activity - Summary

	Eligibles	Participants	%	# Claims Submitted	Total Claims Submitted	Total Claims in Process	Total Claims Denied	Total Claims Approved	Max Benefits	Total Reimbursements	Total Adjustments	% Benefits Received	Benefits Balance
<b>Total</b>	11	0	0.00%		\$0.00	\$0.00	\$0.00	\$0.00	\$13,200.00	\$0.00	\$0.00	0.00%	\$13,200.00
Average	NA	NA	NA	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	0.00%	\$1,200.00

### Activity - Details

Last Name	First Name	PPT / EE ID	ID Code	ESP Benefit Group	Benefit Group	Payroll Group	Company Code	Location Code	PPT / EE Status	# Claims Submitted	Total Claims Submitted	Total Claims In Process	Total Claims Denied	Total Claims Approved
Demo	Jane	123456789	1111	WLBG	ACTIVE	GENERAL			Current	0	\$0.00	\$0.00	\$0.00	\$0.00
Member	Joe	123451234	1111	WLBG	ACTIVE	GENERAL			Current	0	\$0.00	\$0.00	\$0.00	\$0.00

Continuation of report below. ↓

Total Adjustment	Maximum Benefit	Total Reimbursements	% Benefits Received	Benefits Balance	Email	Address 1	Address 2	City	State	ZIP	Country	SYS EE ID
\$0.00	\$1,200.00	\$0.00	0.00%	\$1,200.00	Jane@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833512
\$0.00	\$1,200.00	\$0.00	0.00%	\$1,200.00	JoeMember@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833513

Actual report data and appearance may vary.

## Eligibility

Monitor eligibility of members to submit claims for reimbursement who are covered under the benefit program during the selected period.

- Filter to specific programs, benefit or payroll groups, or members.
- Generate report on demand or schedule for recurring pickup.
- Export Options: CSV and Excel
- Summary report available

### Eligibility - Summary

	Eligibles	%	Total Max Benefits
<b>Total</b>	<b>8,133</b>	<b>100.00%</b>	<b>\$4,066,500.00</b>
Email	4,542	55.85%	\$0.00

### Eligibility - Details

Last Name	First Name	PPT / EE ID	ID Code	ESP Benefit Group	Benefit Group	Payroll Group	Company Code	Location Code	PPT / EE Status	Eligible As of (Coverage Effective Date)	Eligible Until (Coverage End Date)
Demo	Jane	123456789	1111	WLBG	ACTIVE	GENERAL			Current	1/1/2021	12/31/2021
Member	Joe	123451234	1111	WLBG	ACTIVE	GENERAL			Current	1/1/2021	12/31/2021

Continuation of report below. ↓

Maximum Benefit	Max Benefit per period payable	Next eligible date of service	Email	Address 1	Address 2	City	State	ZIP	Country	SYS EE ID
\$1200.00			Jane@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833512
\$1200.00			JoeMember@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833513

Actual report data and appearance may vary.

## Payroll Reimbursement

View a list of individuals with payroll reimbursement records created based on claims submitted and approved during the selected period.

- Download a full report, summary and totals, or data for a single member.
- Filter to specific programs, benefit or payroll groups, or members.

Last Name	First Name	PPT / EE ID	ID Code	ESP Benefit Group	Benefit Group	Payroll Group	Company Code	Location Code	PPT / EE Status	Tax-Free Reimbursements
Demo	Jane	123456789	1111	WLBG	ACTIVE	GENERAL			Current	\$0.00
Member	Joe	123451234	1111	WLBG	ACTIVE	GENERAL			Current	\$0.00

Continuation of report below. ↓

Taxable Reimbursements	Total Reimbursements	Perpetual	OK to Pay in Calendar Year	Email	Address 1	Address 2	City	State	ZIP	Country	SYS EE ID
\$1,200.00	\$0.00	0.00%	\$1,200.00	Jane@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833512
\$1,200.00	\$0.00	0.00%	\$1,200.00	JoeMember@demo.com	15 W Scenic Pointe Dr		Draper	UT	84020		61833513

Actual report data and appearance may vary.

## Funding

Plan and payment information available daily to reconcile to the Payments Report and funding requests.

- View Funding Due Today to see the amount needed to replenish based on the prior day's payment activity.
- Download a full report or summary and totals only. Totals can be specified according to various groups.
- Export Options: CSV and Excel

Plan Code	Type	Program Start	Program End	Pay Me Back Claims	Other Payments
ADOPT	Wellbeing	1/1/21	12/31/21	\$2,580.00	\$0.00
GYM	Wellbeing	1/1/21	12/31/21	\$13,486.00	\$0.00

Continuation of report below. ↓

TOTAL PAYMENTS (ISSUED)	TOTAL REPAYMENTS	Net Payment Activity	FUNDING DUE TODAY
\$2,580.00	\$0.00	\$0.00	\$0.00
\$13,486.00	\$100.00	\$0.00	\$2,354.00

Actual report data and appearance may vary.

# COMMUTER SAMPLE REPORTS

Participants ▾ Files ▾ Plan Setup ▾ Contacts ▾ Invoices Employer Parking ▾ Employer Transit ▾



### TRANSIT

As of 06/17/2020 7:00 AM CT

Aug 2020 Member	Member Savings	<b>REPORTS</b> <a href="#">Election</a> <a href="#">Adds, Cancellations, &amp; Re-Elections</a> <a href="#">Payroll</a> <a href="#">Invoice Reports Bundle</a> <a href="#">View All</a>
—	—	
N/A From Jul 2020	Client Savings	
	Average Election	—

### PARKING

As of 06/17/2020 7:00 AM CT

Aug 2020 Members	Member Savings	<b>REPORTS</b> <a href="#">Election</a> <a href="#">Adds, Cancellations, &amp; Re-Elections</a> <a href="#">Payroll</a> <a href="#">Invoice Reports Bundle</a> <a href="#">View All</a>
9	\$220	
 From Jul 2020  From Aug 2019	Client Savings	
	Average Election	\$38

## Election

On-demand report to view pending Commuter benefit elections by member for the upcoming benefit month and historical elections for prior months.

- Quick selection to
- Download a full report, summary and totals, or a single member.
- Export Options: CSV and Excel

Last Name	First Name	ID Code	PPT / EE ID	Location Code	Company Code	Commuter Status	Election Date	First Benefit Month	Frequency	Benefit Type	Election Type	Description	Unit Price	Qty
Demo	Jane	1111	123456789	EXB		Active	19-Jan-21	Mar-21	Every Month	Transit	BMP	MetroCard - Premium-TransitChek Metrocard	\$127.00	1
Member	Joe	1111	123451234	EXB		Active	22-Jan-21	Mar-21	Every Month	Parking	PMP	MetroCard - Premium-TransitChek Metrocard	\$127.00	1

Continuation of report below. ↓

Election Amount	Buy My Pass Pub Trans Amount	Buy My Pass Parking Amount	Delivery Address 1	Delivery Address 2	City	State	Zip	Email	Phone	PPT / EE Status	SYS EE ID	Commuter Benefit Group
\$127.00	\$127.00	\$0.00	15 W Scenic Pointe Dr		Draper	UT	84020	Jane@demo.com	(720) 331-7355	Current	61833512	Commuter Eligible
\$127.00	\$127.00	\$0.00	15 W Scenic Pointe Dr		Draper	UT	84020	JoeMember@demo.com	(720) 331-7355	Current	61833513	Commuter Eligible

Actual report data and appearance may vary.

## Adds, Cancellations, & Re-Elections

Monitor election changes for a given benefit month. Filter by benefit groups and payroll types or by action types throughout the specified period.

- Export: CSV and Excel
- Table showing data contained in the report.

Last Name	First Name	ID Code	PPT EE ID	Location Code	Company Code	Commuter Status	Termination Date	Action Date	Benefit Type	Action	Email	Phone	PPT EE Status	SYS EE ID	Commuter Benefit Group
Member	Joe	1111		EXB		Active		2/12/21	Transit	Cancellation	JoeMember@demo.com	(720) 331-7355	Current	63081353	Commuter Eligible
Demo	Jane	1111		EXB		Active		2/12/21	Transit	Cancellation	Jane@demo.com	(720) 331-7355	Current	61833512	Commuter Eligible

Actual report data and appearance may vary.

## Payroll

The Payroll Report displays payroll activity for the selected benefit month including pre-tax and post-tax payroll deductions, Program Sponsor contributions (subsidies), credits, and adjustments.

- The Payroll Report is created once per month, on the same day that the payroll deduction file is created.

Last Name	First Name	ID Code	PPT / EE ID	Location Code	Company Code	Commuter Status	Billable Participant	Total Elections	Employer Subsidy	Credits Applied
Demo	Jane	1111	123456789			Active	Yes	\$270.00	\$0.00	\$0.00
Member	Joe	1111	123451234			Active	Yes	\$304.00	\$0.00	\$0.00

Continuation of report below. ↓

Pre-Tax Adjust	Pre-Tax Deductions	Post-Tax Adjust	Post-Tax Deductions	Pay Me Back Adjust	Payroll Reimbursement	Transit Pre-Tax Amount	Transit Post-Tax Amount	Parking Pre-Tax Amount	Parking Post-Tax Amount
\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00
\$0.00	\$270.00	\$0.00	\$34.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	\$34.00

Actual report data and appearance may vary.

## Invoice Reports Bundle

Reconcile monthly invoices quickly with the Commuter Invoice Reports Bundle. The report provides a single workbook containing separate worksheets with the following Commuter Reports referenced on the monthly invoice:

- Election Report – Member election details for the upcoming benefit month.
- Adjustment Report - Invoice adjustments made for prior benefit months.
- Forfeiture Report - Terminated member funds returned to the Program Sponsor.
- Pay Me Back Report - Activity for participants with Pay Me Back elections.
- Other Checks Report (sample report not included) – Member detail for the Other Checks line item on the commuter invoice.
- Applied Credits Report (sample report not included)– Member credit activity during the past month.
- Available after the monthly Commuter Funding Invoice has been generated. The report can be scheduled for pickup.
- Export: CSV and Excel

## Election Report

Last Name	First Name	ID Code	PPT / EE ID	Location Code	Company Code	Commuter Status	Election Date	First Benefit Month	Frequency	Benefit Type	Election Type	Description	Unit Price	Qty
Demo	Jane	1111	123456789			Active	19-Jan-21	Mar-21	Every Month	Transit	BMP	MetroCard - Premium-TransitChek Metrocard	\$127.00	1
Member	Joe	1111	123451234			Active	22-Jan-21	Mar-21	Every Month	Parking	PMP	MetroCard - Premium-TransitChek Metrocard	\$127.00	1

Continuation of report below. ↓

Election Amount	Buy My Pass Pub Trans Amount	Buy My Pass Parking Amount	Delivery Address 1	Delivery Address 2	City	State	Zip	Email	Phone	PPT / EE Status	SYS EE ID	Commuter Benefit Group
\$127.00	\$127.00	\$0.00	15 W Scenic Pointe Dr		Draper	UT	84020	Jane@demo.com	(720) 331-7355	Current	61833512	Commuter Eligible
\$127.00	\$127.00	\$0.00	15 W Scenic Pointe Dr		Draper	UT	84020	JoeMember@demo.com	(720) 331-7355	Current	61833513	Commuter Eligible

## Detailed Adjustment Report

Last Name	First Name	ID Code	PPT / EE ID	Location Code	Company Code	Commuter Status	Adjustment Type	Source Benefit Month	Benefit Type	Service Type	New Credits
Demo	Jane	1111	123456789			Inactive	Zero Out Credits	Mar-21	Transit	CRDT	\$180.00
Member	Joe	1111	123451234			Active	Returned Funds (Not Wanted / Used)	Mar-21	Parking	CRDT	\$0.00

Continuation of report below. ↓

Pre-Tax Adjustment to Payroll	Post-Tax Adjustment to Payroll	Post-Tax Reimburse via Payroll	Post-Tax Reimburse via Check	Post-Tax Program Sponsor Contribution Refund	Adjustment to Invoice	PPT / EE Status	SYS EE ID	Commuter Benefit Group
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Term (3/1/2021)	61833512	Commuter Eligible
\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	Current	61833513	Commuter Eligible

Actual report data and appearance may vary.

## Detailed Forfeiture Report

Last Name	First Name	ID Code	PPT / EE ID	Payroll Group	Location Code	Company Code	Termination Date
Demo	Jane	1111	123456789				3/1/21
Member	Joe	1111	123451234				3/10/21

Continuation of report below. ↓

Benefit Type	Plan Type	Returned Funds	Date Funds Returned	PPT / EE Status	SYS EE ID	Commuter Benefit Group
Transit		\$173.50	3/15/21	Current	61833512	Commuter Eligible
Parking		\$6.42	3/15/21	Current	61833513	Commuter Eligible

Actual report data and appearance may vary.

## Detailed Pay Me Back Report

Last Name	First Name	ID Code	PPT / EE ID	Location Code	Company Code	Commuter Status	Benefit Type	Prior Month Remaining Pay Me Back Balance	Pay Me Back Election This Month	Convert to Credits
Demo	Jane	1111	123456789			Active	Transit	\$40.00	\$125.00	\$0.00
Member	Joe	1111	123451234			Active	Parking	\$75.00	\$100.00	\$0.00

Continuation of report below. ↓

Parking Card Converted to Pay Me Back	Reimburse This Month via Payroll	Reimburse This Month via Direct Deposit or Check	Remaining Pay Me Back Balance	Email	PPT / EE Status	PPT / EE ID	Commuter Benefit Group
\$0.00	\$0.00	\$0.00	\$165.00	Jane@demo.com	Current	61833512	Commuter Eligible
\$0.00	\$0.00	\$0.00	\$175.00	JoeMember@demo.com	Current	61833513	Commuter Eligible

Actual report data and appearance may vary.

# COBRA SAMPLE REPORTS

Our COBRA solution includes both scheduled and real-time reporting. Scheduled reporting is provided to the client on a pre-determined basis. These reports are sent in a standard format via fax or email on a regularly scheduled basis (daily, weekly, bi-weekly, or monthly). Reports sent in CSV or TSV formats can be imported into Excel for further analysis by the client.

## Premium Allocation / Carrier Remittance

View premiums remitted by employees for a specific carrier.

- View coverage periods, coverage description, and premium amount

Premium Allocation for Sample Company

Premiums accrued as of 02/28/2021

Carrier ID: 12345 - Carrier Name, Group Number: 12344

Account #	Employee	SSN	DOB	Gender	Plan Name	Coverage Description	Coverage Period	Amount
12345678	Last Name, First	111-11-1111	00-00-0000	M	Carrier Name	Employee Only	02/01/2021 - 02/28/2021	\$80.00
12345678	Last Name, First	111-11-1112	00-00-0001	F		Family	02/01/2021 - 02/28/2021	\$175.00
<b>Amount disbursed to Carrier ID 12345 - Carrier Name:</b>								<b>\$255.00</b>

Actual report data and appearance may vary.

## Eligibility

Eligibility communication detailing effective dates of coverage and paid through dates by member for the specific plan selected.

Plan	Division	SSN	Relationship	Birth Date	Coverage	Name / Address	Eligibility Information	Eligibility Start Date	Eligibility End Date	Paid Thru Date	Notes
Carrier Name		111-11-1111	Self	00-00-0000	Self	Jane Demo / 15 W Scenic Pointe Drive, Draper, UT 84020		7/1/21			
Carrier Name		222-22-2222	Spouse	00-00-0001	Family	Joe Member / 15 W Scenic Pointe Drive, Draper, UT 84020		2/1/21		4/1/21	

Actual report data and appearance may vary.

## Affordable Care Act (ACA)

Eligibility communication detailing effective dates of coverage and paid through dates by member for the specific plan selected.

Company Name	EIN	Calendar Year Ending Period Date	Last Name	First Name	Participant SSN	ESSN Employee SSN	DOB	Relationship to employee	Event Code	Street Address	Street Address 2
Sample Company	00-1234567	2021	Demo	Jane	111-11-1111	111-11-1111	00-00-0000	Self	Work1	15 W Scenic Pointe Drive	
Sample Company	00-1234567	2021	Member	Joe	222-22-2222	111-11-1111	00-00-0001	Spouse	Life2	15 W Scenic Pointe Drive	

Continuation of report below. ↓

City	State	Zip	Coverage Period From	Coverage Period To	January	February	March	April	May	June	July	August	September	October	November	December	Plan Type
Draper	UT	84020	7/1/21	12/31/21	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	M
Draper	UT	84020	2/1/20201	12/31/21	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	M

Actual report data and appearance may vary.

## Returned Mail

A list of mail returned as undeliverable. The notices will automatically be resent upon the client's request.

- Includes a list of documents returned as well as date mailed and date returned.

Participant ID	SSN	Name	Current Address	Document	Date Mailed	Date Returned
123456789	111-11-1111	Jane Demo	15 W Scenic Point Drive Draper, UT 84020	Cancellation Notice	1/11/21	1/28/21
123456123	222-22-2222	Joe Member	15 W Scenic Point Drive Draper, UT 84020	*Continuation Coverage Premium Invoice*	1/18/21	2/15/21

Actual report data and appearance may vary.



# GENERAL SAMPLE REPORTS

## Invoices

See and pay outstanding invoices and credits.

- Select one or multiple invoices to pay.
- Automatically reduce invoices with credits lesser than the invoice amount.
- Click the invoice description for detailed invoice information.

Status	Invoice Date	Invoice Amount	Credit Amount	Description	InvoiceID
30+ Days Old	2/1/21	\$3,105.30		Monthly Fees for Feb 2021	A1B2C4D
	3/1/21	\$3,105.30		Monthly Fees for Mar 2021	B2C4D5E

Actual report data and appearance may vary.

## Payments

View history for paid and unpaid invoices across all invoice types for any specified period of time.

- Export: all common formats

Invoice Date	Invoice ID	Payment Date	Available Date	Payment ID	Invoice Total	Invoice Type	Payment Type	Invoice Description	Status
3/9/21	ABC123	3/9/21	3/9/21	456DEF	\$11,275.00		EFT	Contribution/Transfer created by file: CONT_Payroll_Client.20210309001122.txt (1 of 1)	Unpaid
2/24/21	DEF456	2/24/21	2/24/21	789GHI	\$10,740.00		EFT	Contribution/Transfer created by file: CONT_Payroll_Client.202102024001122.txt (1 of 1)	Complete

Actual report data and appearance may vary.

## Employee listing

View employees across HSA, FSA, DCFSA and HRA programs.

- Search by First and Last Name
- Select one or more members to manage enrollment and terminations
- Filter by HSA account verification status, enrolled accounts, and coverage tier

Dept	Name	Employee ID	ID Verification	Current Products	Election Amount	Available Benefit Plan Balance
Finance	Jane Demo	123456789	Complete	"HSA 2021 LPFSA"	\$1,500.00	\$1,275.00
Marketing	Joe Member	123456123	Not Applicable	2021 HRA	\$3,000.00	\$3,000.00

Continuation of report below. 

Current Coverage Start	Current Coverage End	Future Coverage Start	Future Coverage End	Insurance	Plan Name
1/1/2021 1/1/2021	*Ongoing 12/31/2021*			Family	ACME Insurance HDHP
1/15/21	12/31/21			Self	ACME Insurance HMO

Actual report data and appearance may vary.