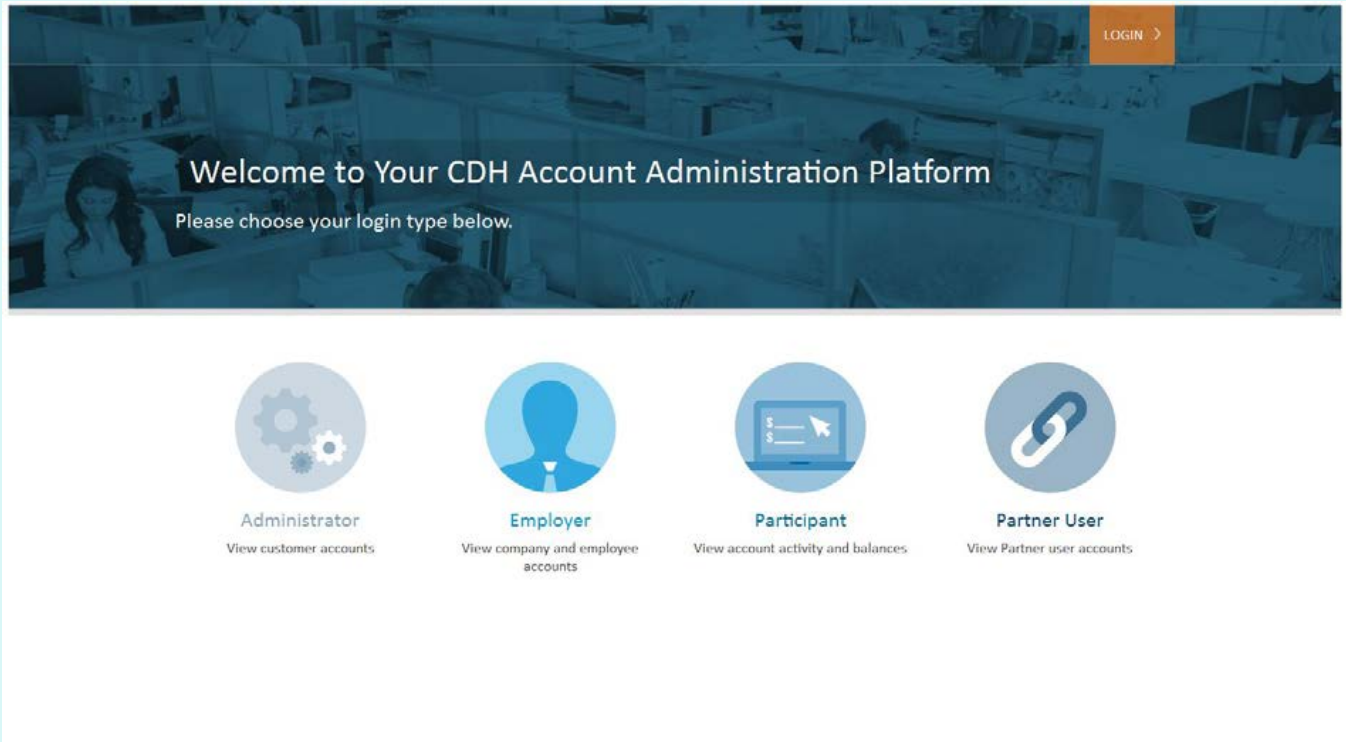
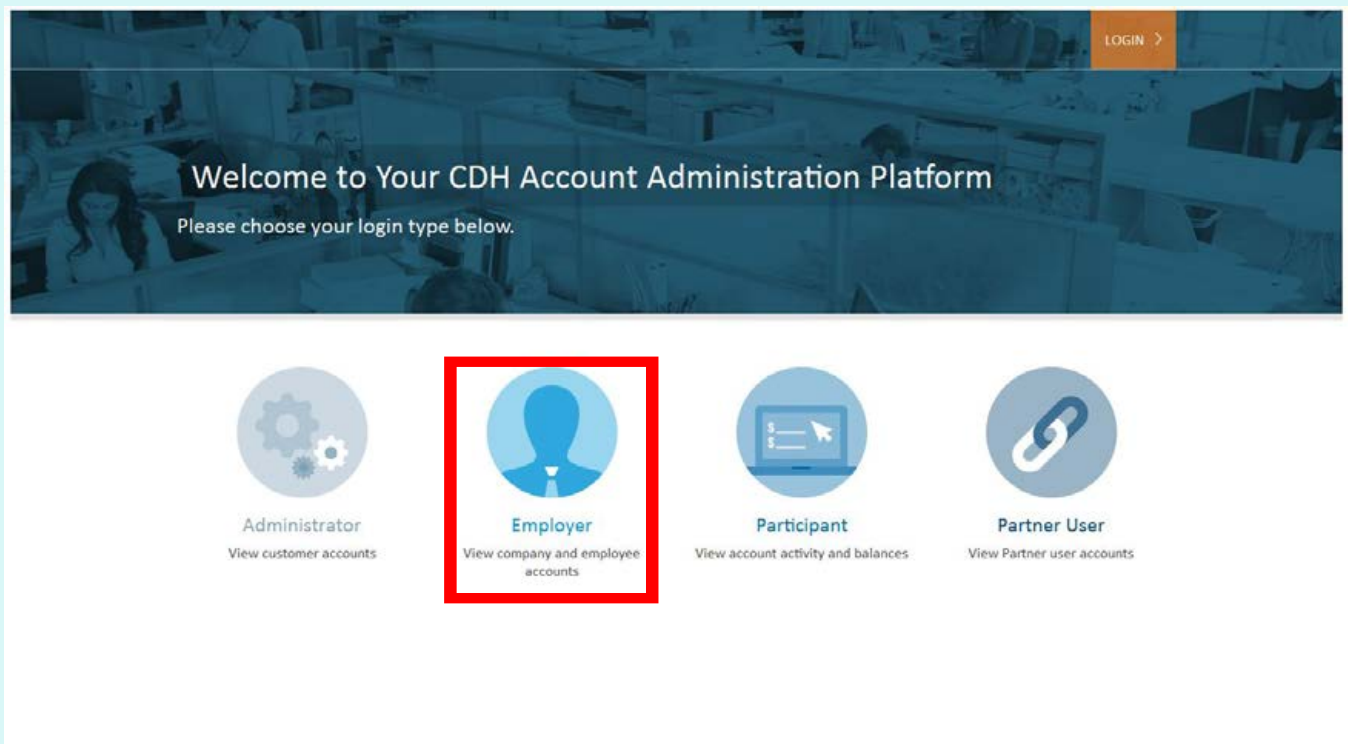


## How To Update Your Employee's Address

1. Go to <https://www.wealthcareadmin.com/default.aspx>



2. Click on the **“Employer”** button.



### 3. The put in your User ID and Password then click the “Login” button.

### Self-Service Login

Please enter your User ID & Password below to access your secure account.

User ID:

Password:

**Please note the following:**

- Your administrator must create an account for you prior to your first login.
- If you've forgotten your password, please contact your designated Administrator to have your account password reset.
- The application is best viewed at 1280x800 resolution or greater.
- If you have popup blockers installed, you will need to disable them to use the Self-Service Portal.

### 4. You are now on your Employer Portal home screen.

Search Admin Enter Employee ID Find Advanced Search Last Login: 06/06/2016 15:24 PM My Account Logout

## Welcome to the Better Business Planning, Inc. Employer Portal

**About the Employer Self Service Portal**

Using the Employer Portal you'll be able to view your employee's account balances, view bank account activity, run reports, manage payroll contributions, report employee cards lost/stolen, and much more. To begin, just select one of the shortcut links below. You can search for an employee by using the search or advanced search functionality at the top of the screen.

**Need Assistance?**

If we can be of service in anyway, please contact Better Business Planning, Inc. via phone at 630-773-2228 or via email at [support@bbpadmin.com](mailto:support@bbpadmin.com). If you need help navigating the employer portal, please visit the online resources page by [clicking here](#).

Employee Home New Employee Direct Deposit Info Manage Status View Accounts

Contribution Manager Metrics Employer Documents Download Reports

HealthCare Administration System Version: 7.3.5 [8] © 2016 Alegeus Technologies, Inc. and its subsidiaries. All Rights Reserved. [Privacy Statement](#)

5. Click the “Magnifying Glass” to search for an employee.

The screenshot shows the 'Better Business Planning, Inc. Employer Portal' search interface. A search bar at the top is highlighted with a red box. Below it, a search results dropdown is open, displaying the following information:

EMPLOYEE NAME	EMPLOYEE ID	STATUS
Smith, Amy	ASMITH	Active
PRIMARY CARD#	SSN#	DOB
BILLING ADDRESS	DEPENDENTS	
125 W. Orchard St. Itasca, IL 60143	Yes	
EMPLOYER NAME	EMPLOYER ID	STATUS
BizAssure	BBPBIZASSURE	Active

The background shows the main portal interface with various navigation buttons like 'New Employee', 'Direct Deposit Info', 'Manage Status', and 'View Accounts'.

6. After clicking “Magnifying Glass” you are brought to the “Employee Home Screen”.

The screenshot shows the 'Employee Home' screen for Amy Smith. The page title is 'Employee Home' and it states 'Employee does not have account(s) for the selected plan year.' Below this is a summary table with tabs for 'Home', 'Demographics', 'Accounts', 'Cards', 'Statuses', 'History', 'Enter Claim', and 'Enter Deposit'.

Smith, Amy		DETAILS	DEPENDENTS	NOTES
EMPLOYEE ID ASMITH	ADMINISTRATOR Better Business Planning, Inc.	EMPLOYER BizAssure	EMPLOYER ID BBPBIZASSURE	STATUS Active
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID krotibbp2016	REIMBURSEMENT METHOD Check

Below the table are several expandable sections:

- Accounts:** Plan Year: Current
- Existing Cards:** (Collapsed)
- Recent Transactions:** View Transactions History
- Recent Reimbursements:** View Reimbursement Details
- Recurring Payments:** (Collapsed)
- Medicare Detail:** (Collapsed)

## 7. On the Employee Home screen, click on the “Demographics” tab.

The screenshot shows the 'Employee Home' interface. At the top, there is a navigation bar with a search icon, a menu icon, an 'Admin' button, a search input field with 'Enter Employee ID', a 'Find' button, and an 'Advanced Search' link. On the right, it shows 'Last Login: 06/06/2016 15:24 PM', 'My Account', and 'Logout'. Below the navigation bar, the page title is 'EMPLOYEE Employee Home' with a sub-message: 'Employee does not have account(s) for the selected plan year.' The main content area features a profile card for 'Smith, Amy' with tabs for 'DETAILS', 'DEPENDENTS', and 'NOTES'. The 'DETAILS' tab is active, showing fields for EMPLOYEE ID (ASMITH), ADMINISTRATOR (Better Business Planning, Inc.), EMPLOYER (BizAssure), EMPLOYER ID (BBPBZASSURE), STATUS (Active), STATUS (Active), ELIGIBILITY DATE, TERMINATION DATE, USER ID (krotbbbp2016), and REIMBURSEMENT METHOD (Check). Below the profile card is a navigation bar with tabs: Home, Demographics (highlighted with a red box), Accounts, Cards, Statuses, History, Enter Claim, and Enter Deposit. Under the 'Demographics' tab, there are several expandable sections: 'Accounts' (with a 'Plan Year' dropdown set to 'Current'), 'Existing Cards', 'Recent Transactions' (with a 'View Transactions History' link), 'Recent Reimbursements' (with a 'View Reimbursement Details' link), 'Recurring Payments', and 'Medicare Detail'. At the bottom, a footer contains the text: 'WealthCare Administration System Version: 7.3.5 [10] © 2016 Alegus Technologies, Inc. and its subsidiaries. All Rights Reserved. Privacy Statement'.

## 8. You can edit employee address information on this screen.

The screenshot shows the 'Employee Demographics' screen. At the top, there is a navigation bar with a search icon, a menu icon, an 'Admin' button, a search input field with 'Enter Employee ID', a 'Find' button, and an 'Advanced Search' link. On the right, it shows 'Last Login: 06/06/2016 15:24 PM', 'My Account', and 'Logout'. Below the navigation bar, the page title is 'EMPLOYEE / Employee Employee Demographics' with a sub-message: 'Please find the employee'. There is a search input field for 'Employee ID:' with 'Find' and 'Advanced Search' buttons. The main content area features a profile card for 'Smith, Amy' with tabs for 'DETAILS', 'DEPENDENTS', and 'NOTES'. The 'DETAILS' tab is active, showing fields for EMPLOYEE ID (ASMITH), ADMINISTRATOR (Better Business Planning, Inc.), EMPLOYER (BizAssure), EMPLOYER ID (BBPBZASSURE), STATUS (Active), STATUS (Active), ELIGIBILITY DATE, TERMINATION DATE, USER ID (krotbbbp2016), and REIMBURSEMENT METHOD (Check). Below the profile card is a navigation bar with tabs: Home, Demographics (active), Accounts, Cards, Statuses, History, Enter Claim, and Enter Deposit. Under the 'Demographics' tab, there is a 'Demographic Information' section with the following fields: 'Name Prefix' (dropdown: --Select One--), 'First Name\*' (text: Amy), 'Initial' (text: ), 'Last Name\*' (text: Smith), 'Employee ID\*' (text: ASMITH), 'Employee Status' (dropdown: Active), 'Billing Address' section with 'Address 1\*' (text: 125 W. Orchard St.), 'Address 2\*' (text: ), 'City\*' (text: Itasca), 'State\*' (dropdown: Illinois), 'Zip Code\*' (text: 60143), and 'Country\*' (dropdown: United States). Below the address fields are three checkboxes: 'Update all Dependent Billing Addresses to this address?', 'Is Card Shipping Address different from the above?', and 'Hide Participant's Dependent Claims from Expense Page?'. At the bottom, there are fields for 'Phone', 'Email' (text: kristin@bbp-dac.com), 'Mobile Number', 'Birth Date' (calendar icon), 'Gender' (dropdown: --Select One--), 'Eligibility Date' (calendar icon), and 'Termination Date' (calendar icon).

9. Once you've finished editing, Scroll down and click the "Save" button.

The screenshot shows the 'Employee Demographics' page for Amy Smith. The page header includes 'EMPLOYEE / Employee' and 'Employee Demographics'. Below the header is a search bar with 'Employee ID:' and buttons for 'Find' and 'Advanced Search'. The main content area is divided into three tabs: 'DETAILS', 'DEPENDENTS', and 'NOTES'. The 'DETAILS' tab is active, showing a table with the following information:

EMPLOYEE ID	ADMINISTRATOR	EMPLOYER	EMPLOYER ID	STATUS
ASMITH	Better Business Planning, Inc.	BizAssure	BBPBZASSURE	Active

Below the table are several input fields for demographic information, including 'Name Prefix', 'First Name', 'Initial', 'Last Name', 'Employee ID', 'Employee Status', 'Billing Address', 'Phone', 'Email', 'Birth Date', and 'Termination Date'. The 'Name Prefix' is set to '--Select One--', 'First Name' is 'Amy', 'Initial' is empty, and 'Last Name' is 'Smith'. The 'Employee ID' is 'ASMITH' and 'Employee Status' is 'Active'. The 'Billing Address' section includes 'Address 1' (40 Unamed St.), 'Address 2' (empty), 'City' (Hoffman Estates), 'State' (Illinois), 'Zip Code' (60195), and 'Country' (United States). There are three checkboxes: 'Update all Dependent Billing Addresses to this address?' (checked), 'Is Card Shipping Address different from the above?' (unchecked), and 'Hide Participant's Dependent Claims from Expense Page?' (unchecked). The 'Phone' field is empty, 'Mobile Number' is empty, 'Email' is 'kristin@bbp-dac.com', 'Birth Date' is empty, and 'Termination Date' is empty.

10. After you've clicked the "Save" button, a green text will appear showing that the employee's profile was updated successfully.

The screenshot shows the 'Employee Demographics' page for Amy Smith, identical to the previous one, but with a green success message displayed at the top of the form area. The message reads: 'Smith, Amy was updated successfully.' The message is enclosed in a red rectangular box. The rest of the page content, including the search bar, tabs, table, and form fields, remains the same as in the previous screenshot.

**Thank you for choosing Better Business Planning!**