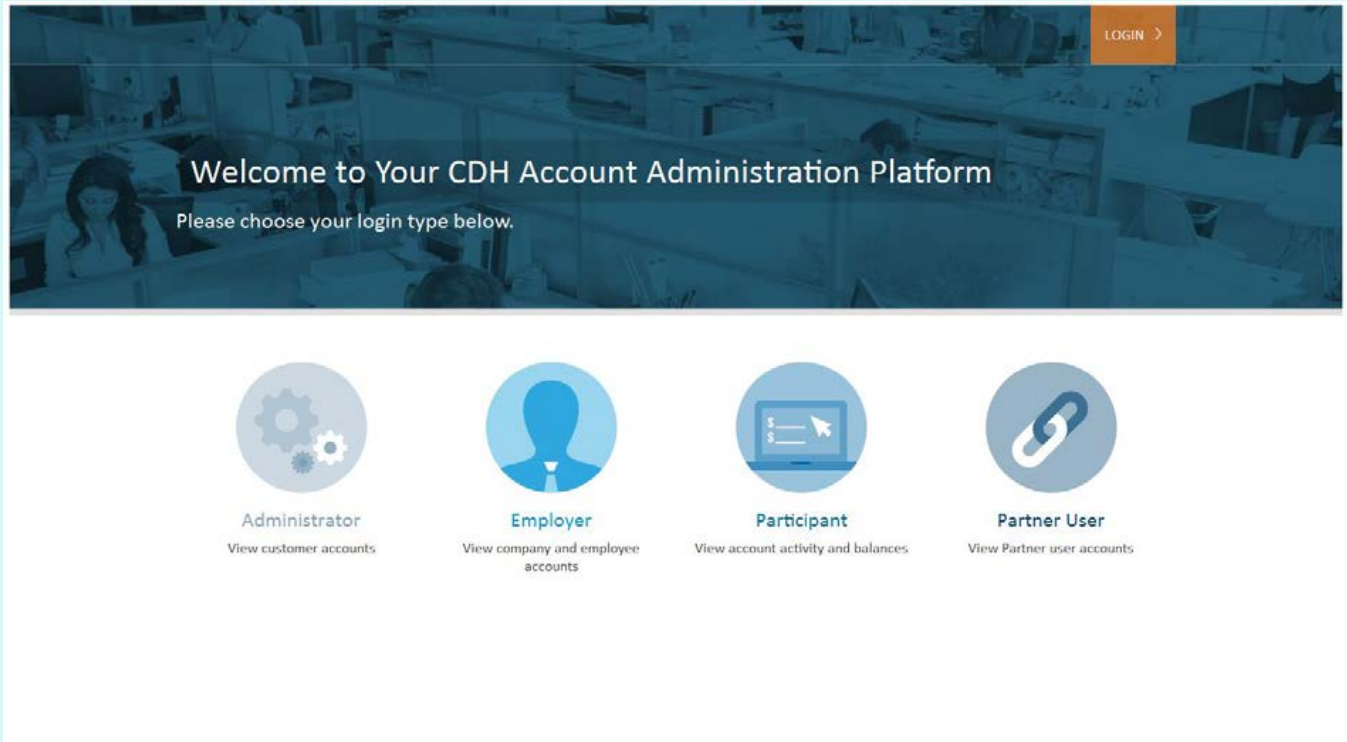


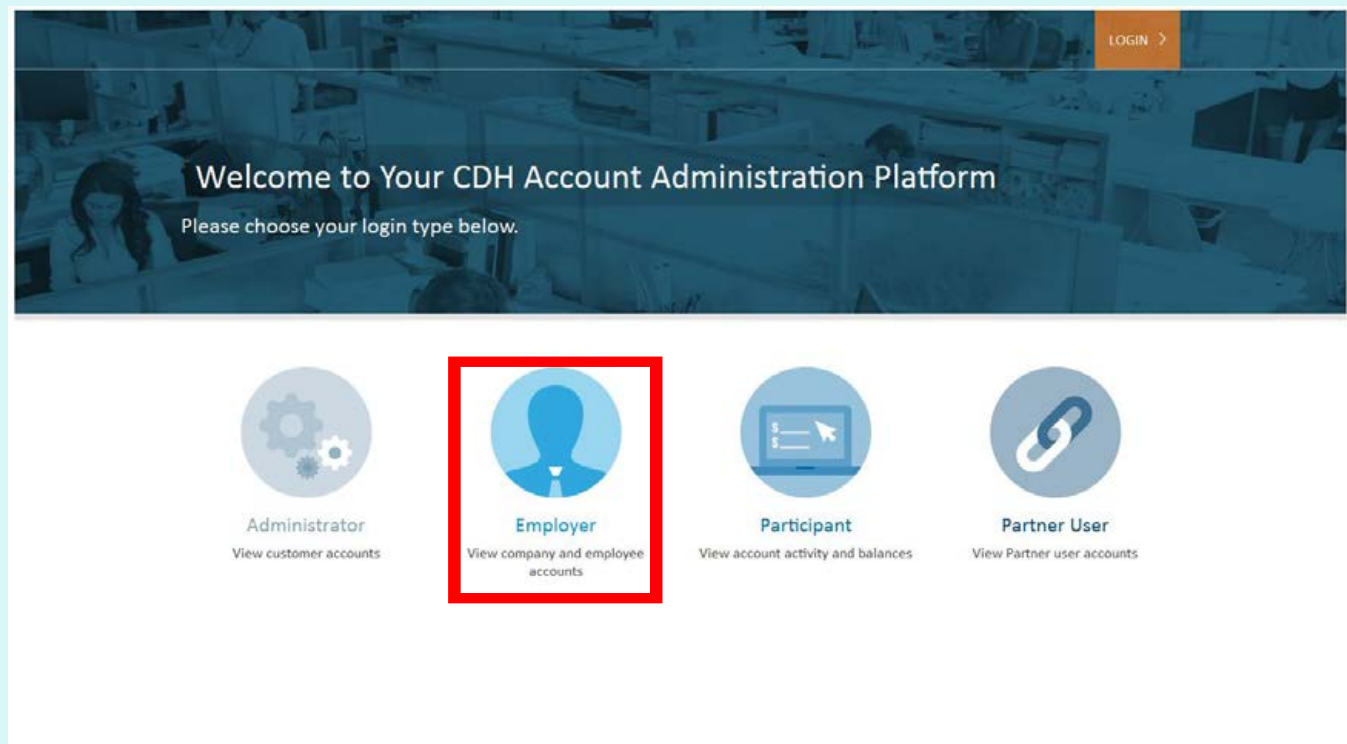


How To Update Your Employee's Address

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



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. 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**

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

EMPLOYEE

SEARCH BY: Last Name, First Name

Smith, Amy

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

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

EMPLOYEE

Employee Home

Employee does not have account(s) for the selected plan year.

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

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

Accounts

Plan Year:

Existing Cards

Recent Transactions

Recent Reimbursements

Recurring Payments

Medicare Detail

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.' A summary card for 'Smith, Amy' is displayed, 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 summary card is a navigation menu 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. A summary card for 'Smith, Amy' is displayed, 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 summary card is a navigation menu with tabs: Home, Demographics (selected), 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* (Amy), Initial (), Last Name* (Smith), Employee ID* (ASMITH), Employee Status (Active), Billing Address (Address 1*: 125 W. Orchard St., Address 2*: , City*: Itasca, State*: Illinois, Zip Code*: 60143, Country*: United States), Update all Dependent Billing Addresses to this address? (checkbox), is Card Shipping Address different from the above? (checkbox), Hide Participant's Dependent Claims from Expense Page? (checkbox), Phone: (), Mobile Number: (), Email: kristin@bbp-dac.com, Birth Date: (calendar icon), Gender: --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. At the top, there is a search bar with 'Employee ID' and a 'Find' button. Below this is a navigation menu with tabs for 'Home', 'Demographics', 'Accounts', 'Cards', 'Statuses', 'History', 'Enter Claim', and 'Enter Deposit'. The main content area is divided into sections: 'Demographic Information' and 'Billing Address'. The 'Demographic Information' section includes fields for Name Prefix, First Name, Initial, Last Name, Employee ID, Employee Status, Billing Address (Address 1, Address 2, City, State, Zip Code, Country), Phone, Mobile Number, Email, Birth Date, and Termination Date. The 'Billing Address' section includes checkboxes for '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?'. The page also features a table with columns for 'DETAILS', 'DEPENDENTS', and 'NOTES'.

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 message box at the top left that reads 'Smith, Amy was updated successfully.' The message box is highlighted with a red border. The rest of the page content, including the search bar, navigation menu, and demographic information form, remains the same.

Thank you for choosing BBP Admin!