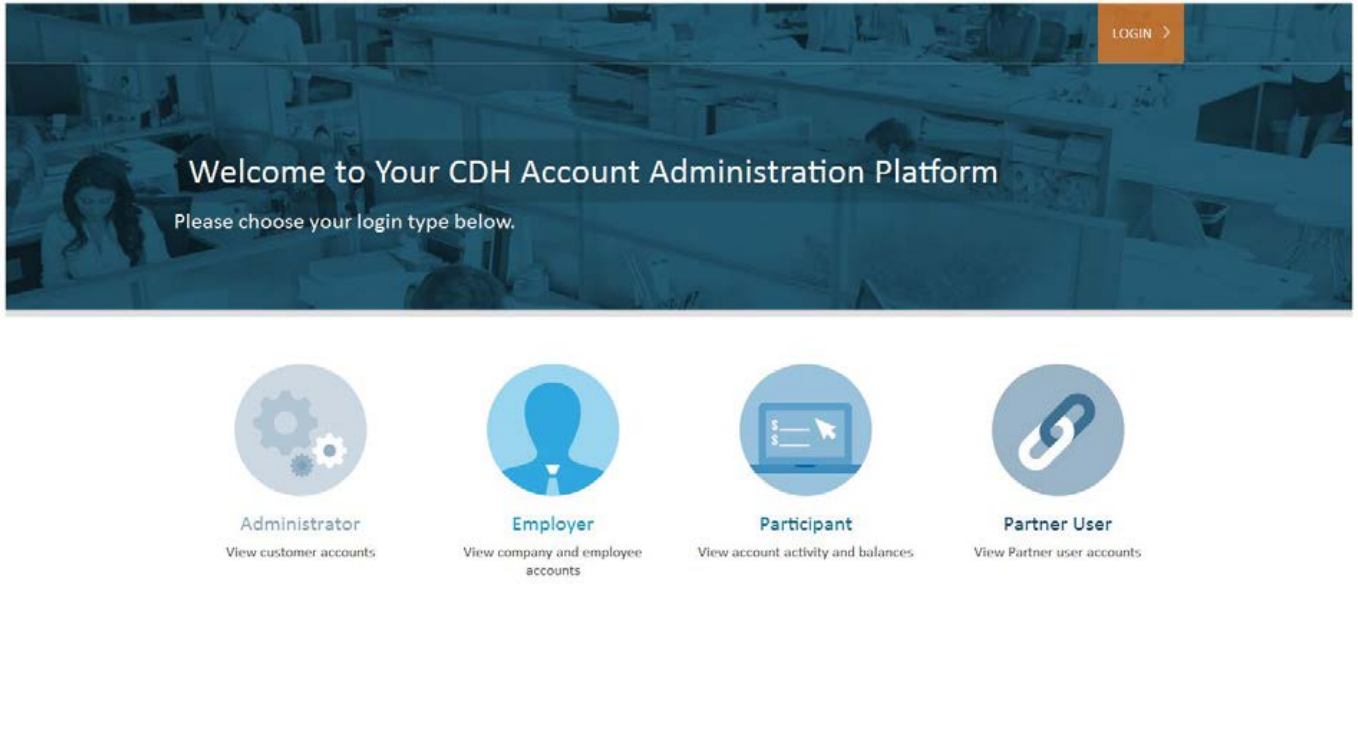




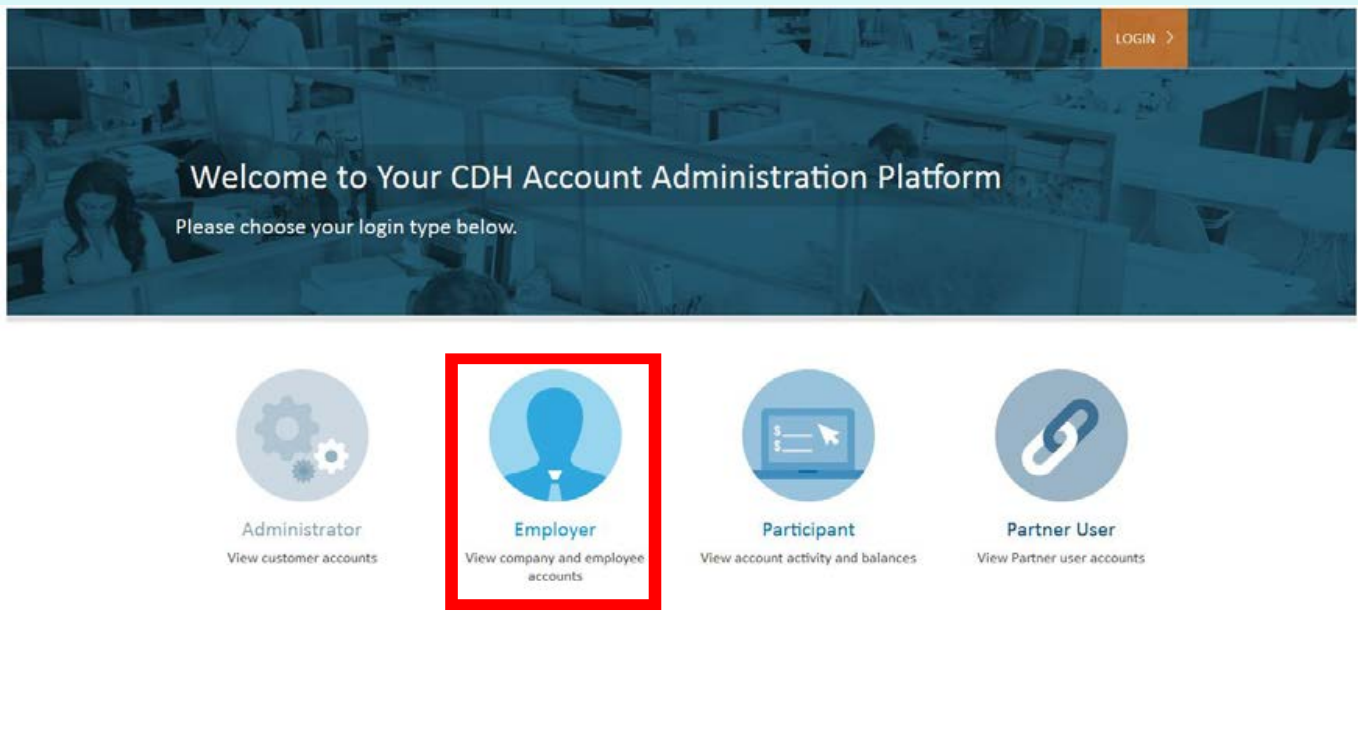
**BBP Admin**  
BENEFITS ADMINISTRATION  
COBRA, FMLA, FSA, HRA, HSA, TRANSIT  
info@bbpadmin.com  
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## How To Order a New/Replacement Benefits card

1. Go to <https://betterbusinessplanning.wealthcareportal.com>



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



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

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

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

EMPLOYEE HOME

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 HOME

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

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

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

Accounts  
Plan Year: Current

Existing Cards

Recent Transactions [View Transactions History](#)

Recent Reimbursements [View Reimbursement Details](#)

Recurring Payments

Medicare Detail

7. On the Employee Home screen, click on the “Cards” 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 (BBPBIZASSURE), STATUS (Active), STATUS (Active), ELIGIBILITY DATE, TERMINATION DATE, USER ID (krotibbp2016), and REIMBURSEMENT METHOD (Check). Below the profile card is a horizontal menu with 'Home', 'Demographics', 'Accounts', 'Cards' (highlighted with a red box), 'Statuses', 'History', 'Enter Claim', and 'Enter Deposit'. Underneath 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: 'HealthCare Administration System Version: 7.3.5 [10] © 2016 Alegeus Technologies, Inc. and its subsidiaries. All Rights Reserved. Privacy Statement'.

8. On this screen, click the “New” button.

The screenshot shows the 'Benefit Card' screen. The navigation bar is identical to the previous screen. The page title is 'EMPLOYEE / Cards Benefit Card' with a sub-message: 'Please find the employee'. Below this is a search input field for 'Employee ID:' with 'Find' and 'Advanced Search' buttons. The main content area features the same profile card for 'Smith, Amy' as in the previous screen, with the 'Cards' tab highlighted in red. Below the profile card, there is a message: 'No Card issued to this employee. Click NEW button below to create new card.' followed by a red warning: 'This employer is set to Debit Card Optional. Only issue a card if it has been specifically requested.' Below the warning are three buttons: 'New' (highlighted with a red box), 'Temp Inactive', and 'Perm Inactive'. At the bottom, the footer contains the text: 'HealthCare Administration System Version: 7.3.5 [2] © 2016 Alegeus Technologies, Inc. and its subsidiaries. All Rights Reserved. Privacy Statement'.

9. Input the required information on this page and scroll down, then click the “Save” button.

**New Employee Card**

**Smith, Amy**

| DETAILS               |   | DEPENDENTS            |                             | NOTES                         |  |
|-----------------------|---|-----------------------|-----------------------------|-------------------------------|--|
| EMPLOYEE ID<br>ASMITH | ADMINISTRATOR<br>Better Business Planning, Inc. | EMPLOYER<br>BizAssure | EMPLOYER ID<br>BBPBIZASSURE | STATUS<br>Active              |  |
| STATUS<br>Active      | ELIGIBILITY DATE                                | TERMINATION DATE      | USER ID<br>krotbbp2016      | REIMBURSEMENT METHOD<br>Check |  |

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

**Card Information**

Please enter card information below. Each employee and each dependent is allowed one new and one active card. Upon use, a new card becomes active and any active cards are inactivated.  
 Note: There may be an additional charge for shipping to the Administrator or Employer. Contact Alegus for prices.

This employer is set to Debit Card Optional. Only issue a card if it has been specifically requested.

Cardholder: Smith, Amy

Issue Card?:  Issue Date:

Expire Date\*:  Effective Date\*:

Shipping Method:  Shipping Address:

Alternate Address:

Card Type:  Rear Thermal LogoP:

Card Stock:  Carrier Thermal LogoP:

Thermal Logo(Front) Primary:  Thermal Logo(Front) SecondaryP:

**PIN Mailer**

Issue PIN Mailer?  Yes  No PIN Mailer Address:

40 Unamed St.

10. After you’ve clicked the “Save” button, a green text will appear showing that the card was created successfully.

EMPLOYEE / Cards

**Benefit Card**

Card #: XXXX-XXXX-XXXX-1274 was created successfully.

Please find the employee

Employee ID:  Find Advanced Search

**Smith, Amy**

| DETAILS               |   | DEPENDENTS            |                             | NOTES                         |  |
|-----------------------|---|-----------------------|-----------------------------|-------------------------------|--|
| EMPLOYEE ID<br>ASMITH | ADMINISTRATOR<br>Better Business Planning, Inc. | EMPLOYER<br>BizAssure | EMPLOYER ID<br>BBPBIZASSURE | STATUS<br>Active              |  |
| STATUS<br>Active      | ELIGIBILITY DATE                                | TERMINATION DATE      | USER ID<br>krotbbp2016      | REIMBURSEMENT METHOD<br>Check |  |

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

This employer is set to Debit Card Optional. Only issue a card if it has been specifically requested.

**Existing Cards**

The employee currently has the cards listed below. Click the card link to edit. Click the "New" button to add a new card. To temporarily or permanently inactivate all cards attached to this employee (including dependent cards) place a check box in the header and click the appropriate button below.

Cardholder:  Status:

| <input type="checkbox"/> | Cardholder | Card Number         | Card Network | Status | Last Update Date    | Effective Date | Expiration Date | Dependent ? | Card Type    |
|--------------------------|------------|---------------------|--------------|--------|---------------------|----------------|-----------------|-------------|--------------|
| <input type="checkbox"/> | Smith, Amy | XXXX-XXXX-XXXX-1274 | MasterCard   | New    | 6/6/2016 4:11:37 PM | 6/6/2016       | 6/30/2019       |             | Payment Card |

1 Card found.

New Active Temp Inactive Perm Inactive Lost/Stolen

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## 11. To activate the new card card, press the “Active” button.

EMPLOYEE / Cards  
**Benefit Card**  
Card #: XXXX-XXXX-XXXX-1274 was created successfully.  
Please find the employee

Employee ID:  Find Advanced Search

| 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      |                                |                  | krotbbp2016  | Check                |       |

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

This employer is set to Debit Card Optional. Only issue a card if it has been specifically requested.

### Existing Cards

The employee currently has the cards listed below. Click the card link to edit. Click the "New" button to add a new card. To temporarily or permanently inactivate all cards attached to this employee (including dependent cards) place a check box in the header and click the appropriate button below.

Cardholder: All Status: --All--

| <input type="checkbox"/> | Cardholder | Card Number         | Card Network | Status | Last Update Date    | Effective Date | Expiration Date | Dependent ? | Card Type    |
|--------------------------|------------|---------------------|--------------|--------|---------------------|----------------|-----------------|-------------|--------------|
| <input type="checkbox"/> | Smith, Amy | XXXX-XXXX-XXXX-1274 | MasterCard   | New    | 6/6/2016 4:11:37 PM | 6/6/2016       | 6/30/2019       |             | Payment Card |

1 Card found.

New Active Temp Inactive Perm Inactive Lost/Stolen

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## 12. A green text will appear saying that the card status was updated successfully. And under the “Status” column it will say “Active”.

EMPLOYEE / Cards  
**Benefit Card**  
Card status has been changed successfully.  
Please find the employee

Employee ID:  Find Advanced Search

| 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      |                                |                  | krotbbp2016  | Check                |       |

Home Demographics Accounts Cards Statuses History Enter Claim Enter Deposit

This employer is set to Debit Card Optional. Only issue a card if it has been specifically requested.

### Existing Cards

The employee currently has the cards listed below. Click the card link to edit. Click the "New" button to add a new card. To temporarily or permanently inactivate all cards attached to this employee (including dependent cards) place a check box in the header and click the appropriate button below.

Cardholder: All Status: --All--

| <input type="checkbox"/> | Cardholder | Card Number         | Card Network | Status | Last Update Date    | Effective Date | Expiration Date | Dependent ? | Card Type    |
|--------------------------|------------|---------------------|--------------|--------|---------------------|----------------|-----------------|-------------|--------------|
| <input type="checkbox"/> | Smith, Amy | XXXX-XXXX-XXXX-1274 | MasterCard   | Active | 6/6/2016 4:13:14 PM | 6/6/2016       | 6/30/2019       |             | Payment Card |

1 Card found.

New Active Temp Inactive Perm Inactive Lost/Stolen

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**Thank you for choosing BBP Admin!**