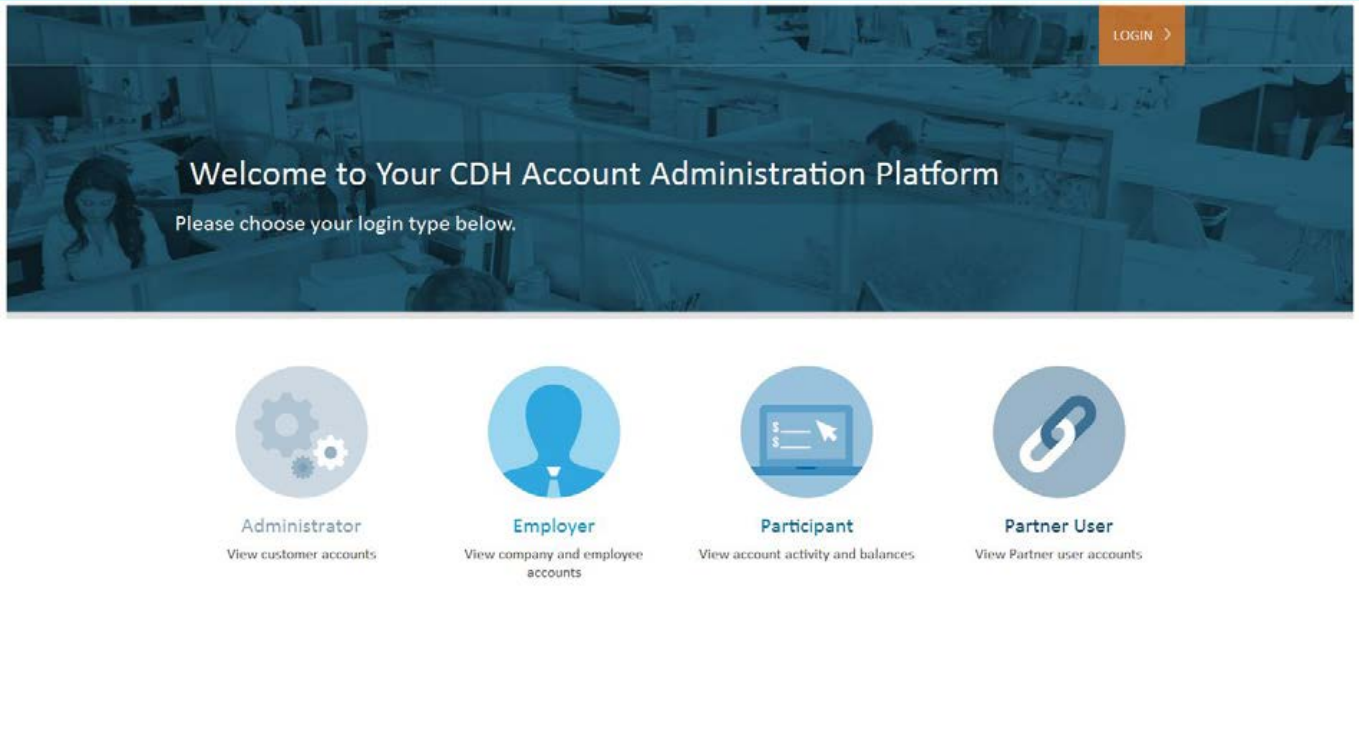
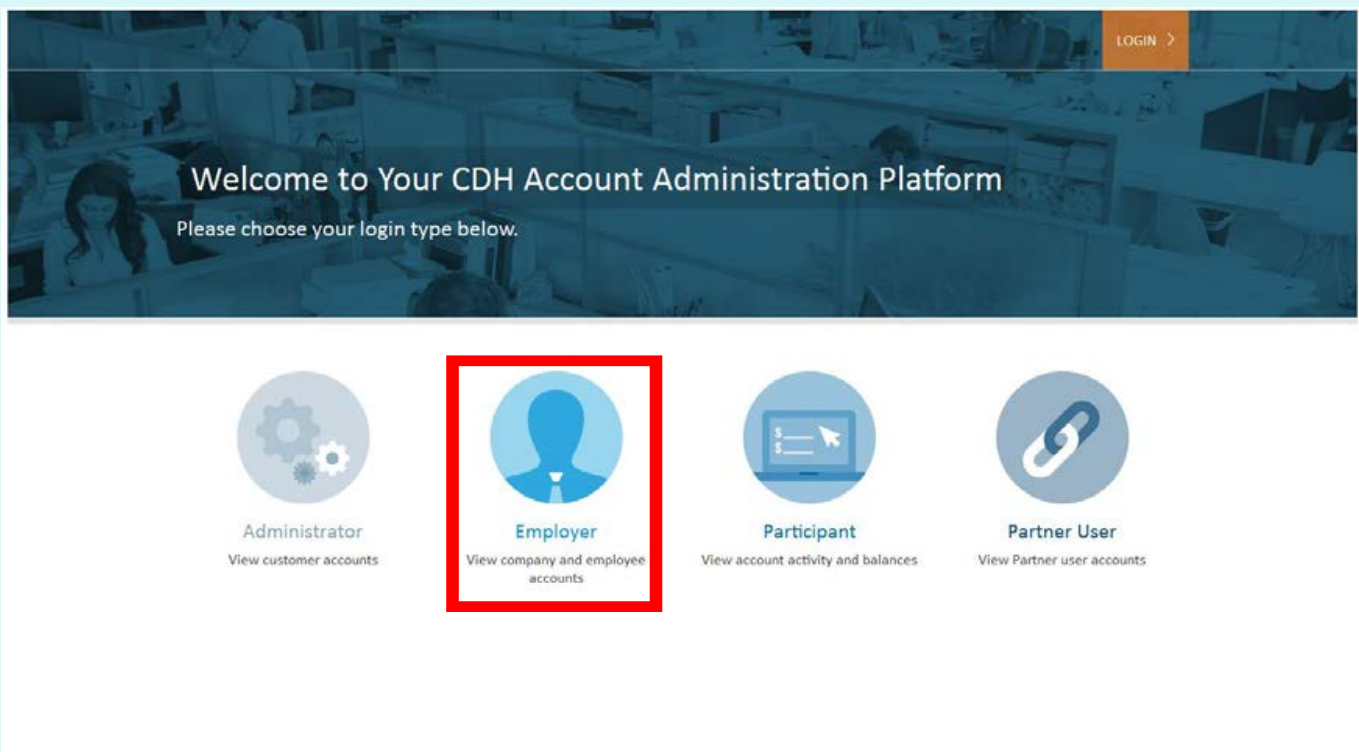


How To Order a New/Replacement Benefits card

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



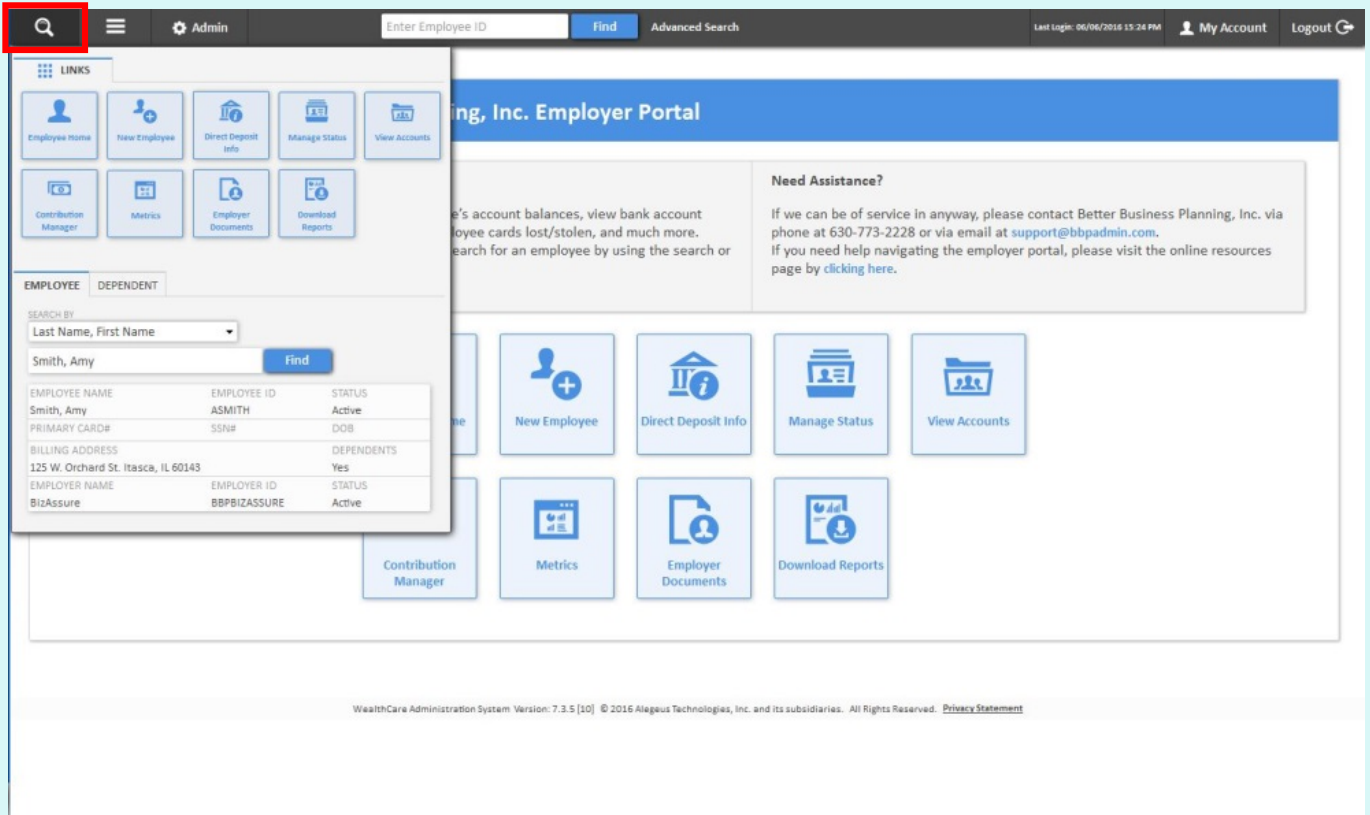
2. Click on the **“Employer”** button.



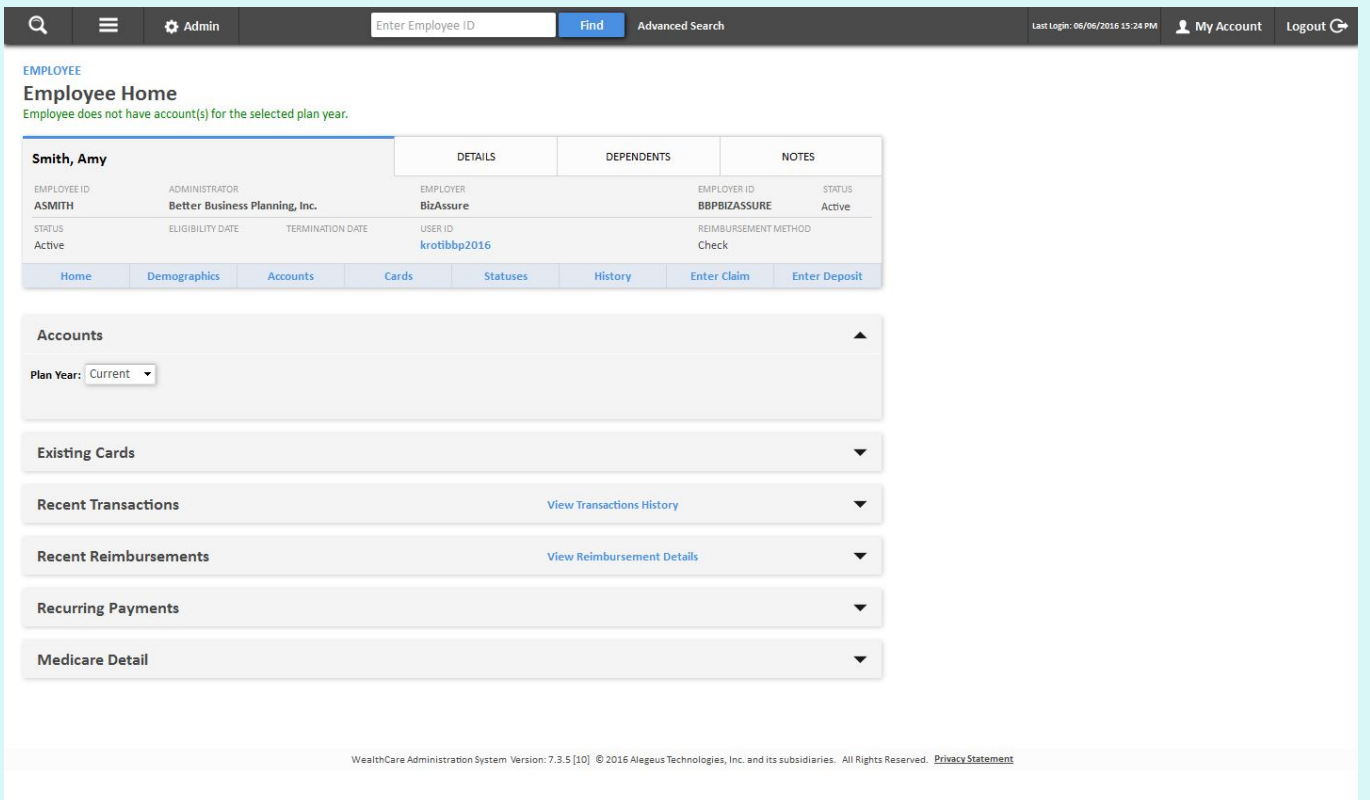
3. The put in your User ID and Password then click the “Login” button.

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

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



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



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'.

The main content area is titled 'EMPLOYEE / Employee Home' and includes a message: 'Employee does not have account(s) for the selected plan year.' Below this is 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 navigation bar with buttons for 'Home', 'Demographics', 'Accounts', 'Cards' (highlighted with a red box), 'Statuses', 'History', 'Enter Claim', and 'Enter Deposit'.

Below the navigation bar 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, there is a footer: '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. 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'.

The main content area is titled 'EMPLOYEE / Cards / Benefit Card' and includes a message: 'Please find the employee'. Below this is a search input field with 'Employee ID:' and buttons for 'Find' and 'Advanced Search'.

Below the search field is 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 navigation bar with buttons for 'Home', 'Demographics', 'Accounts', 'Cards' (highlighted with a red box), 'Statuses', 'History', 'Enter Claim', and 'Enter Deposit'.

Below the navigation bar is a message: 'No Card issued to this employee. Click NEW button below to create new card.' Below this message is 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, there is a footer: '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 ASMITH	ADMINISTRATOR Better Business Planning, Inc.	EMPLOYER BizAssure	EMPLOYER ID BBPBIZASSURE	STATUS Active	
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID krotbbp2016	REIMBURSEMENT METHOD 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 Issue Date: 6/6/2016

Expire Date*: 6/30/2019 Effective Date*: 6/6/2016

Shipping Method: Standard - U.S. Mail Shipping Address: Cardholder

Alternate Address: [+]

Card Type: Payment Card Rear Thermal LogoP: None

Card Stock: Bancorp Generic MC (69020) (525107-TB8) Carrier Thermal LogoP: None

Thermal Logo(Front) Primary: <None> Thermal Logo(Front) SecondaryP: None

PIN Mailer

Issue PIN Mailer? Yes No PIN Mailer Address: Cardholder
 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 ASMITH	ADMINISTRATOR Better Business Planning, Inc.	EMPLOYER BizAssure	EMPLOYER ID BBPBIZASSURE	STATUS Active	
STATUS Active	ELIGIBILITY DATE	TERMINATION DATE	USER ID krotbbp2016	REIMBURSEMENT METHOD 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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11. To activate the new card card, press the “Active” button.

The screenshot shows the 'Benefit Card' management page for employee Amy Smith. The card status is currently 'New'. A red box highlights the 'New' button in the 'Existing Cards' section. The interface includes a search bar, navigation tabs, and a table of existing cards.

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

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

Buttons: New, Active, Temp Inactive, Perm Inactive, Lost/Stolen

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

The screenshot shows the 'Benefit Card' management page after the card has been activated. A green message 'Card status has been changed successfully.' is displayed at the top. The 'Status' column in the 'Existing Cards' table now shows 'Active', which is highlighted with a red box. The 'New' button is no longer highlighted.

Card status has been changed successfully.

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

Buttons: New, Active, Temp Inactive, Perm Inactive, Lost/Stolen

Thank you for choosing Better Business Planning!