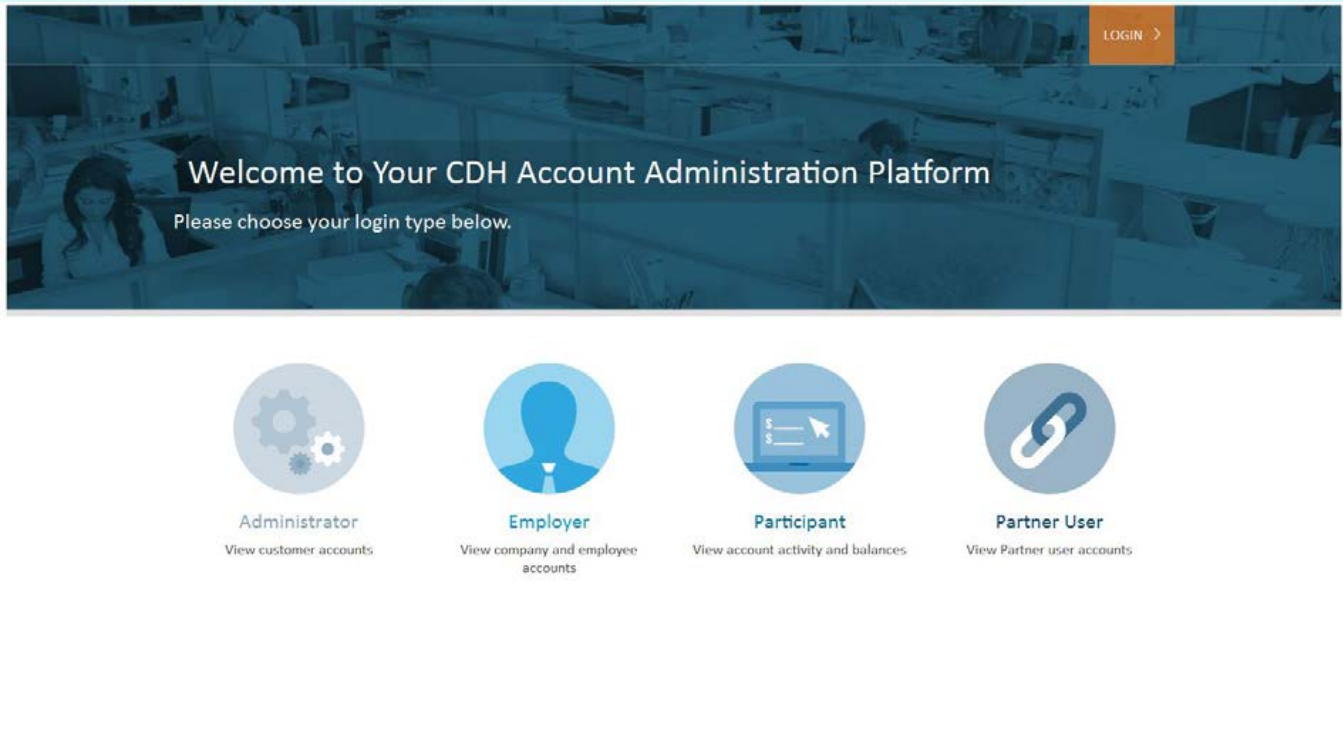




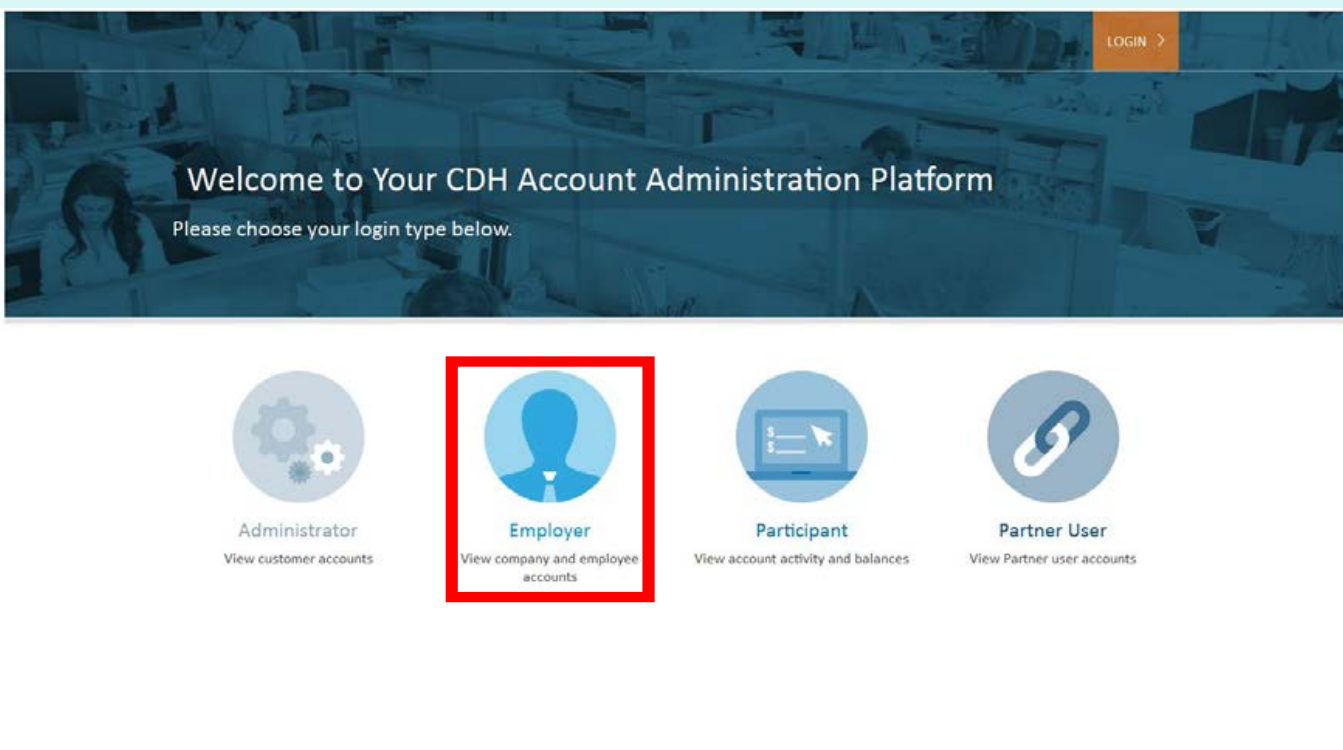
**BBP Admin**  
BENEFITS ADMINISTRATION  
COBRA, FMLA, FSA, HRA, HSA, TRANSIT  
info@bbpodmin.com  
www.bbpodmin.com  
630 773 2337

## How To Add Direct Deposit Information

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.

Admin   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**

5. Click the “Direct Deposit Info” button.

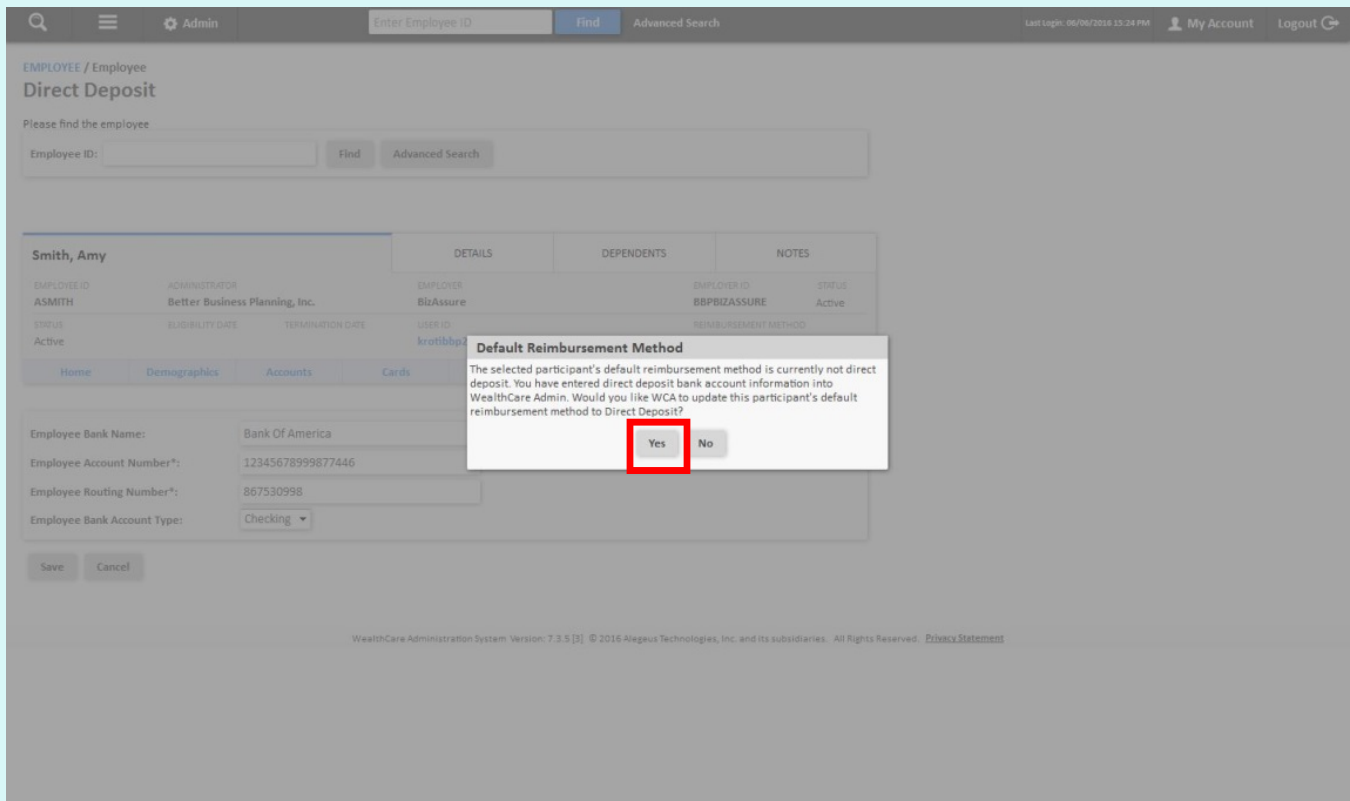
The screenshot shows the 'Welcome to the Better Business Planning, Inc. Employer Portal' page. At the top, there is a search bar with 'Enter Employee ID' and a 'Find' button. Below the search bar, there are two informational boxes: 'About the Employer Self Service Portal' and 'Need Assistance?'. The main content area features a grid of ten buttons: 'Employee Home', 'New Employee', 'Direct Deposit Info' (highlighted with a red box), 'Manage Status', 'View Accounts', 'Contribution Manager', 'Metrics', 'Employer Documents', and 'Download Reports'. At the bottom, there is a footer with version information and a privacy statement link.

6. Insert the required information and click the “Save” button once you’ve finished.

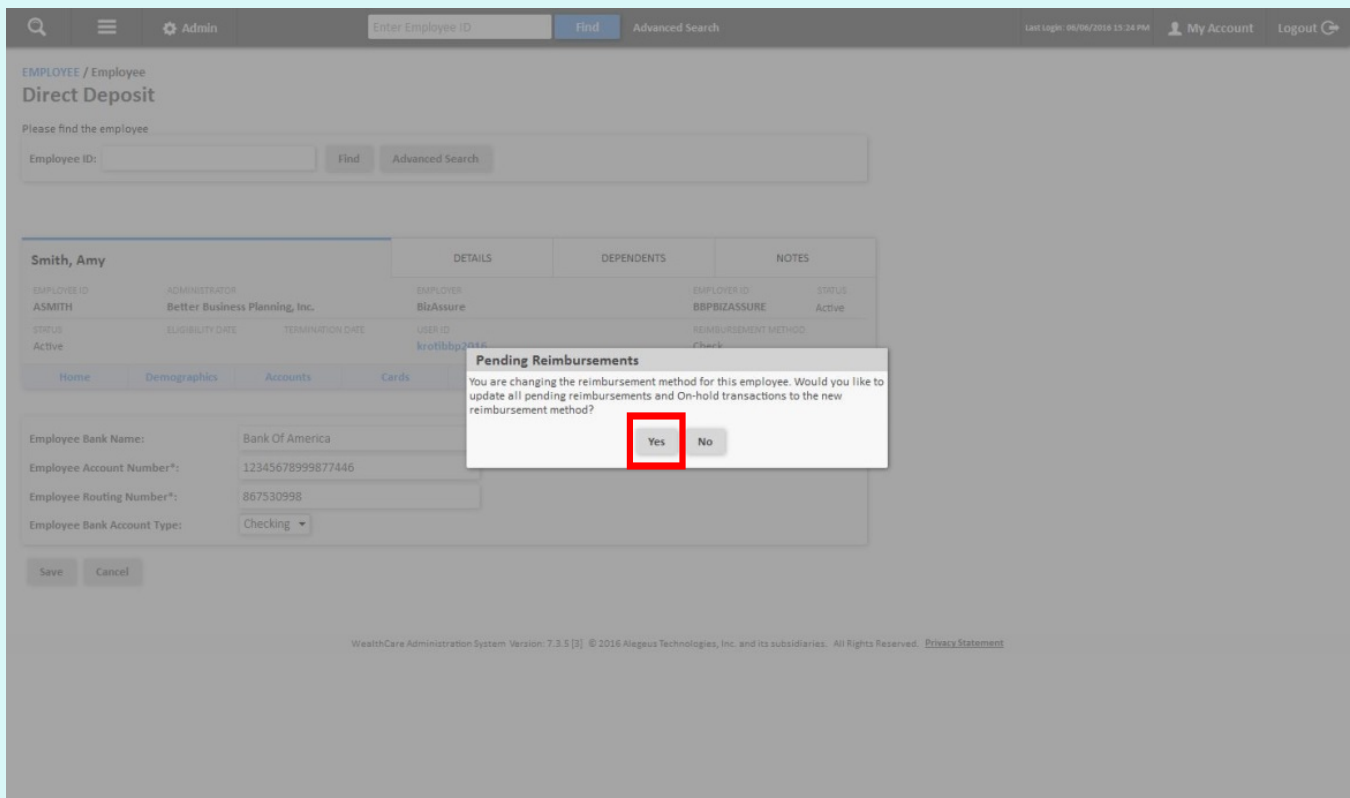
The screenshot shows the 'Direct Deposit' form for 'Smith, Amy'. The form includes a search bar for the employee and a table with employee details. Below the table, there are four input fields for bank information: 'Employee Bank Name' (Bank Of America), 'Employee Account Number\*' (12345678999877446), 'Employee Routing Number\*' (867530998), and 'Employee Bank Account Type' (Checking). At the bottom left, the 'Save' button is highlighted with a red box.

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			
Home	Demographics	Accounts	Cards	Statuses	History	Enter Claim	Enter Deposit

7. You will then be prompted with a message saying that you've created a Direct Deposit account for an employee whose default reimbursement method isn't Direct Deposit. By clicking the "Yes" button, Direct Deposit will become the default method of reimbursement.



8. You are then prompted with another message clarifying that you are changing the default reimbursement to Direct Deposit. By clicking the "Yes" button you update all pending reimbursements and on-hold transactions to the new reimbursement method.



9. After clicking the “yes” button you are brought back to the Direct Deposit screen. Green text will now show saying that the employee banking details were updated successfully.

The screenshot shows the BBP Admin interface. At the top, there is a navigation bar with a search icon, a menu icon, an 'Admin' button, a search input field containing 'Enter Employee ID', a 'Find' button, and an 'Advanced Search' link. On the right side of the navigation bar, it shows 'Last Login: 06/06/2016 15:24 PM', a 'My Account' link with a user icon, and a 'Logout' link with an arrow icon.

Below the navigation bar, the page title is 'EMPLOYEE / Employee'. The main heading is 'Direct Deposit'. A green message box with a red border contains the text: 'Employee banking details were updated successfully.'

Below the message, there is a search section titled 'Please find the employee' with an 'Employee ID:' input field, a 'Find' button, and an 'Advanced Search' button.

The main content area features a profile card for 'Smith, Amy'. The card has tabs for 'DETAILS', 'DEPENDENTS', and 'NOTES'. The 'DETAILS' tab is active, showing a table with the following data:

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

Below the table is a navigation bar with buttons: Home, Demographics, Accounts, Cards, Statuses, History, Enter Claim, and Enter Deposit.

Underneath the navigation bar is a form for entering banking details. The fields are:

- Employee Bank Name: Bank Of America
- Employee Account Number\*: 1234567899877446
- Employee Routing Number\*: 000000000
- Employee Bank Account Type: Checking (dropdown menu)

At the bottom of the form are 'Save' and 'Cancel' buttons.

At the very bottom of the page, there is a footer: 'WealthCare Administration System Version:7.3.5 [3] © 2016 Alegeus Technologies, Inc. and its subsidiaries. All Rights Reserved. [Privacy Statement](#)'

**Thank you for choosing BBP Admin!**