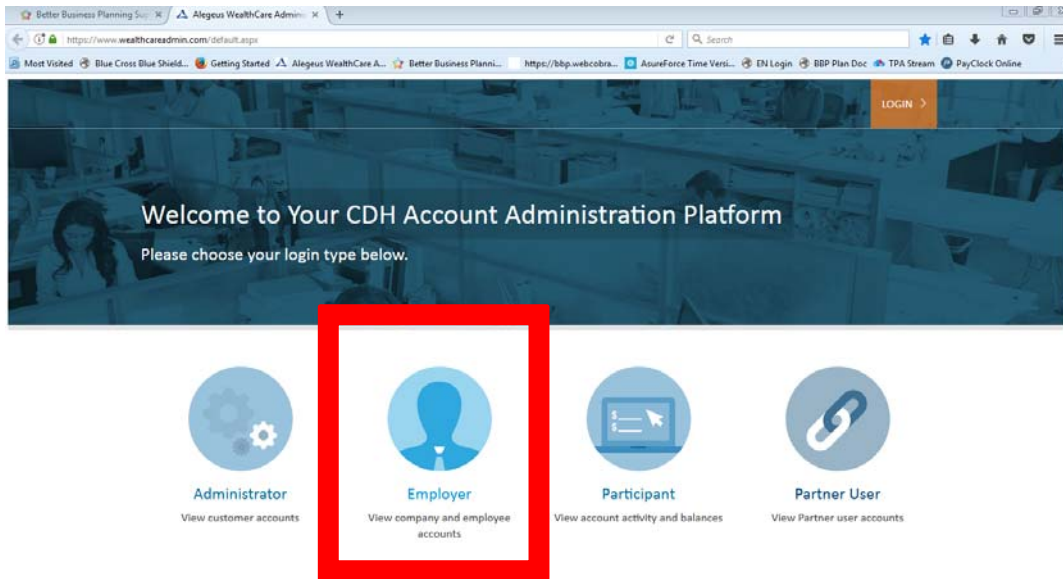
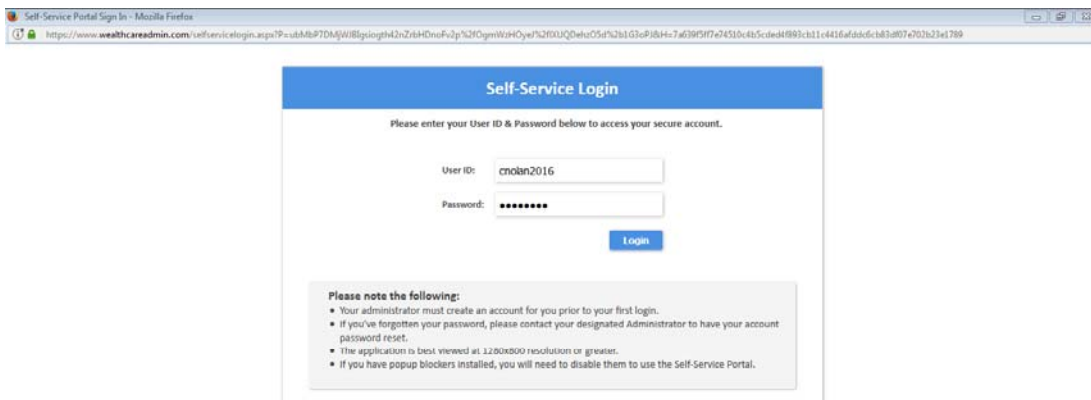


# How to Run a Claims Based Funding Report

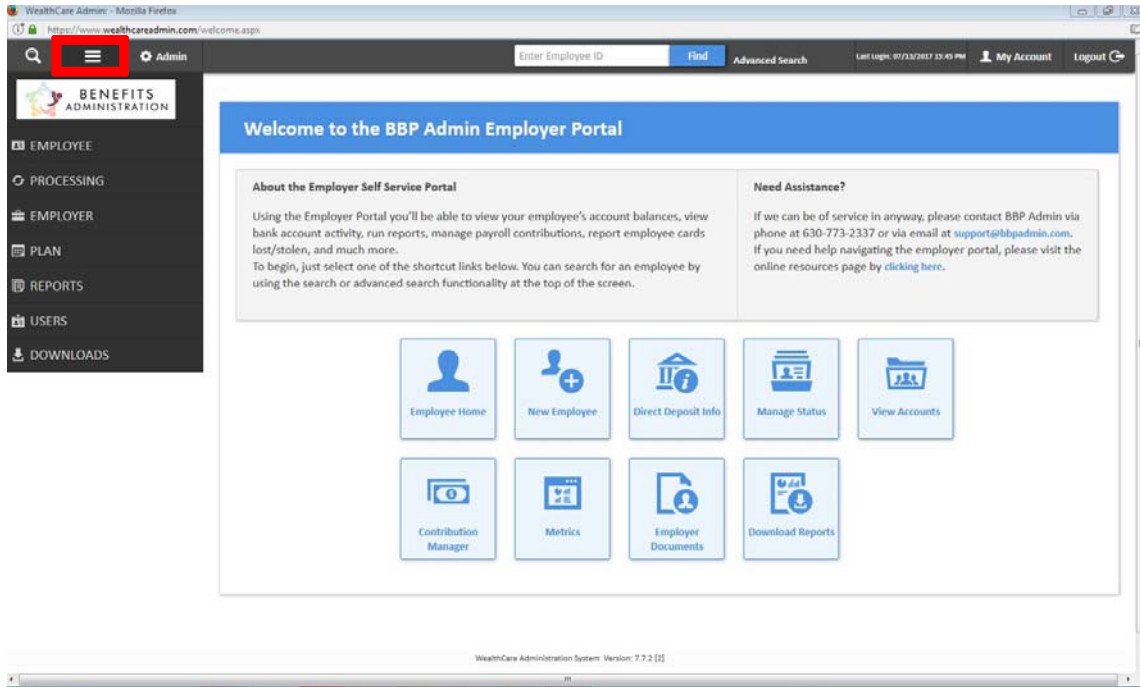
1. Go to <https://www.wealthcareadmin.com/default.aspx> and click on the “Employer” icon.



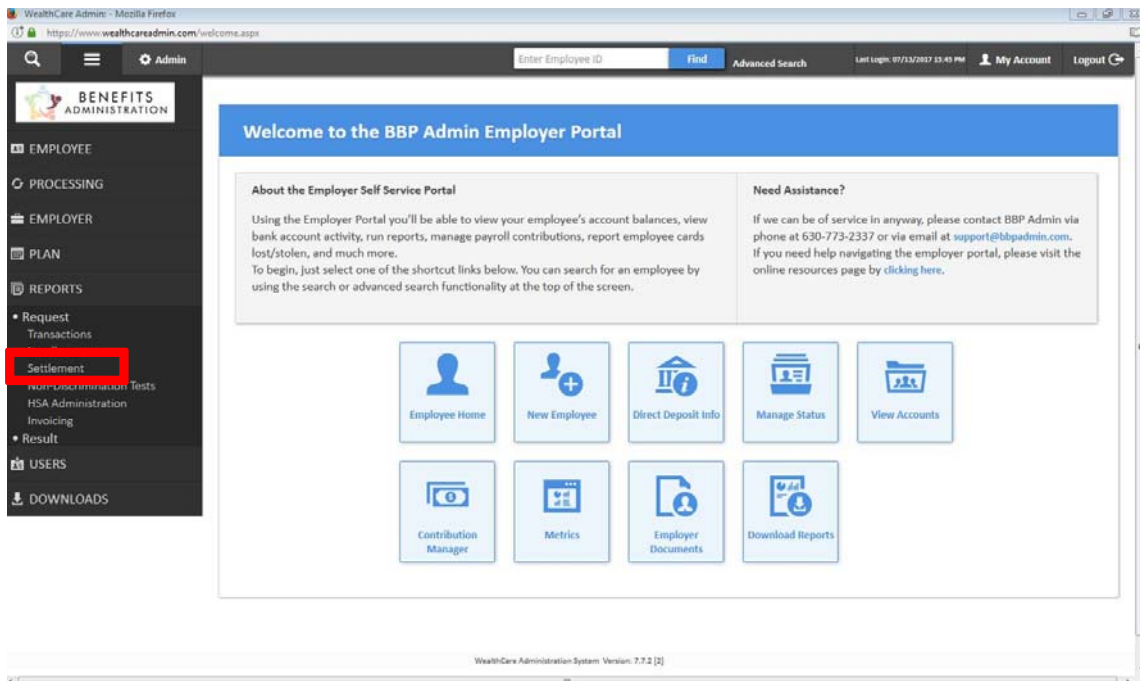
2. Enter your username and password, and then click “Login.”



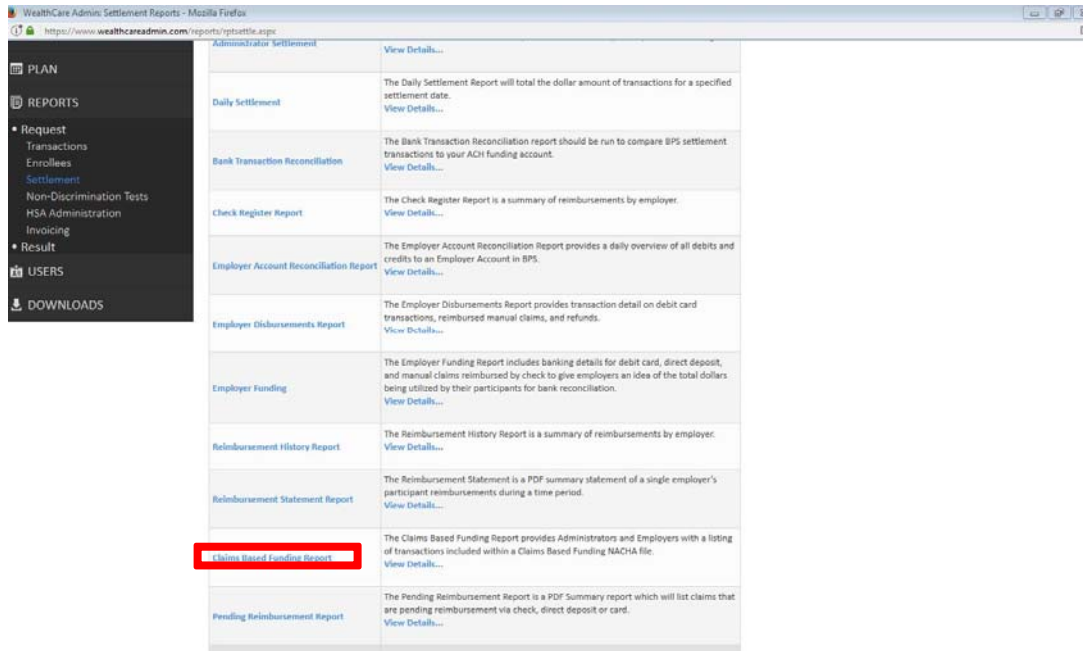
3. After logging in, you will see your admin homepage. From here you should click the “Day-To-Day Menu” (3 horizontal lines) where the navigation drop down will appear.



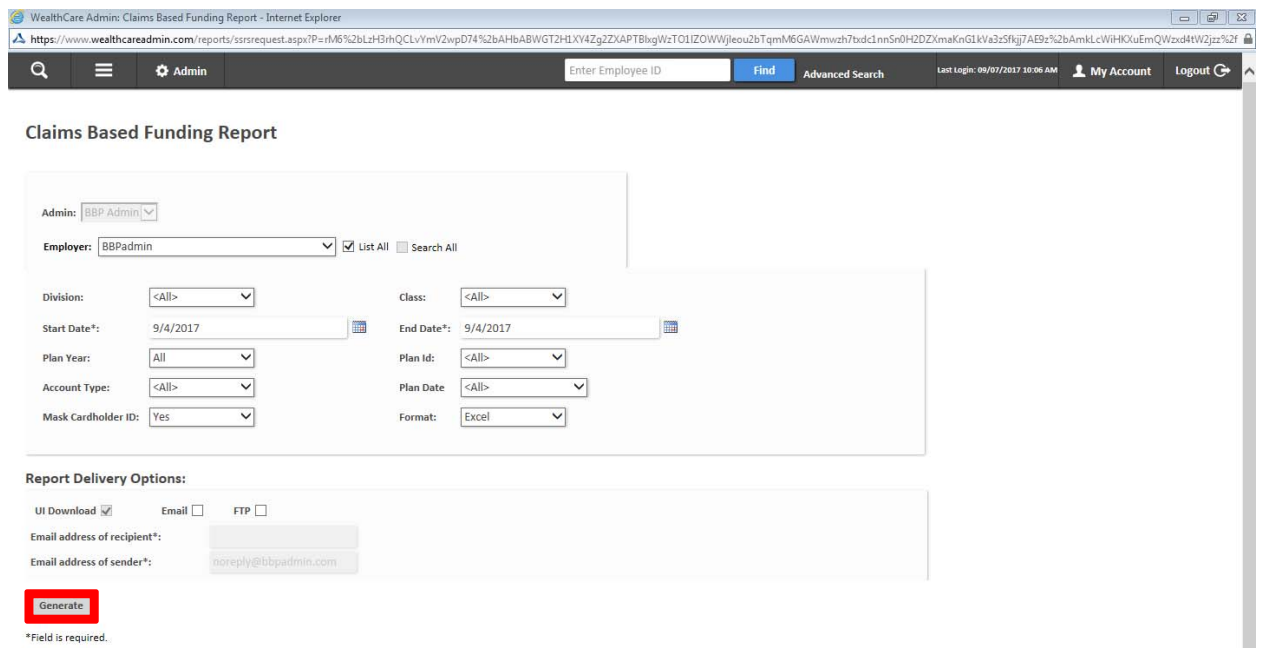
4. On the navigation drop down, click on the “Reports” button. A second drop down will appear, click on “Request.” Then a final drop down will pop up, click on “Settlement.”



- After clicking the “Settlement” button you are brought to this screen. Select the “Claims Based Funding Report.”



- After clicking Claims Based Funding Report, you are brought to the Report Creation page. Select the **Monday** date you’d like the report for. The report ran for Monday will cover the previous Sunday – Saturday. Any other date beside Monday may not show accurate information. Insert the date in the “Start Date” & “End Date”. Then click “Generate”.



7. After clicking “Generate” go to the Day-To-Day menu and click on the ‘Reports’ button. From there click on “Result” and then “View Reports”. This screen shown below is the “Requested Reports” Screen. Your “Claims Based Funding Report” will appear on the bottom, where you can access it. (You may need to hit Search to refresh the page)

The screenshot shows the 'Requested Reports Status' page in the WealthCare Admin system. The page includes a search bar at the top with the text 'Enter Employee ID' and a 'Find' button. Below the search bar, there are several filters: 'Admin' (set to 'BBP Admin'), 'Employer' (set to 'BBPadmin'), 'Report Category' (set to 'All'), 'Report Name' (set to 'All'), 'Request From Date' (set to '8/29/2017'), and 'Request To Date' (set to '9/5/2017'). There are 'Delete' and 'Search' buttons below the filters. A table header is visible with columns: Report Name, Status, Requested Date, Format, Admin ID, Employer Name, Acct Type, ID, Report Dates, Viewed, and Delivery Method. The table currently displays 'No Report requests found.'

**You Have Successfully Created a Claims Based Funding Report!**