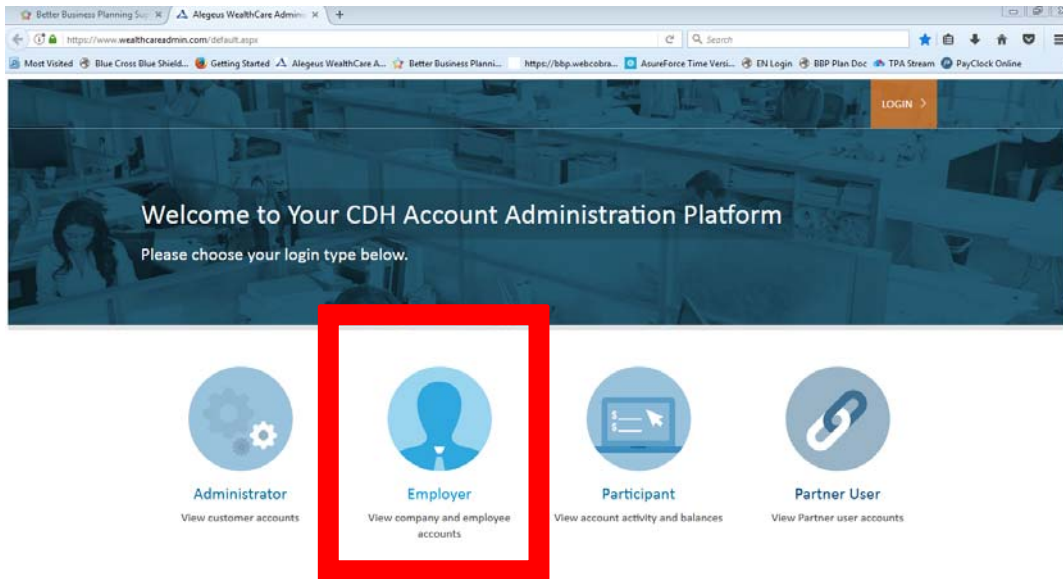
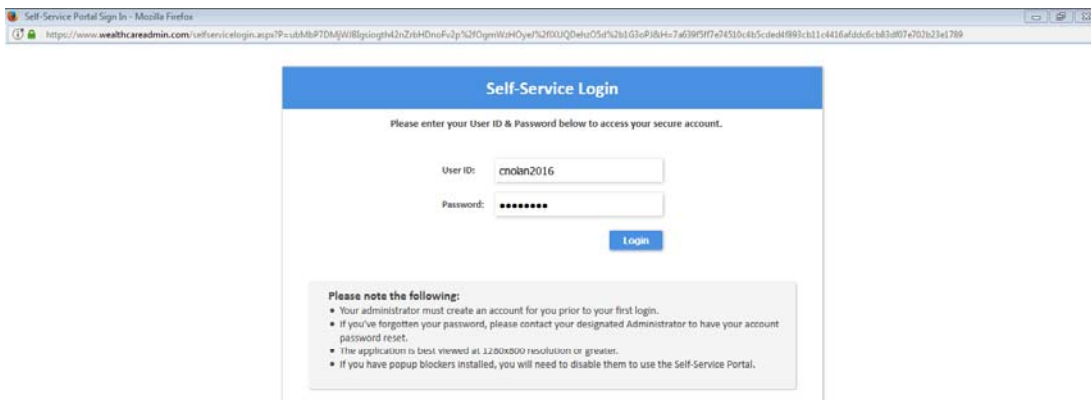


How to Run a Claims Based Funding Report

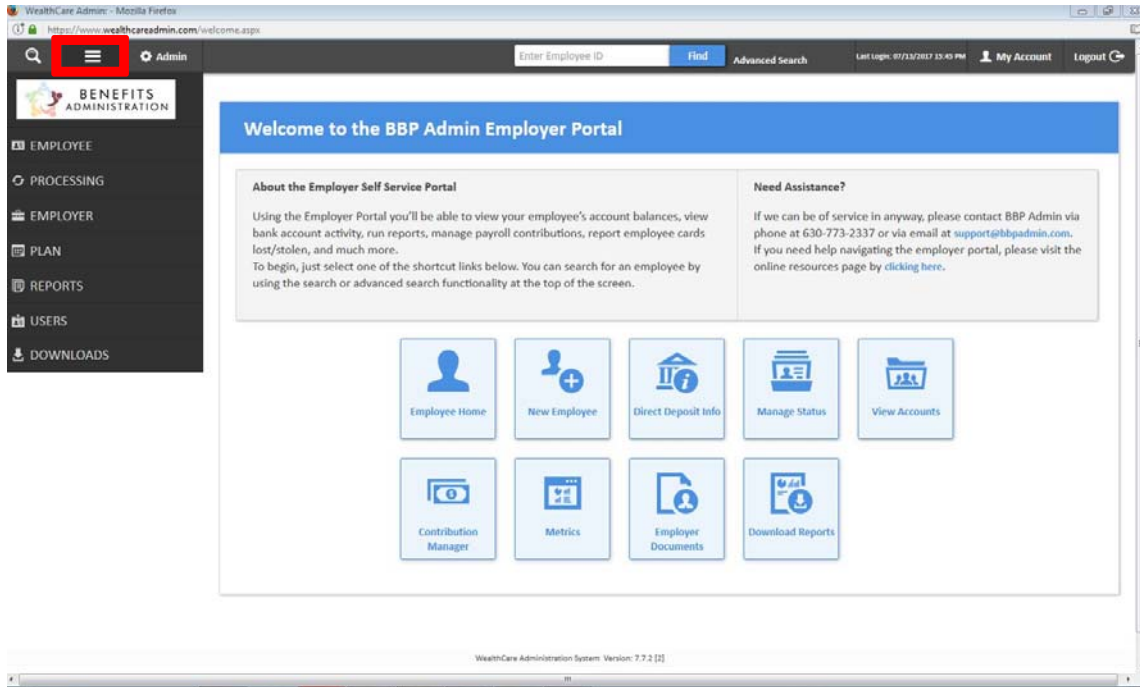
1. Go to <https://www.wealthcareadmin.com> and click on the “Employer” icon.



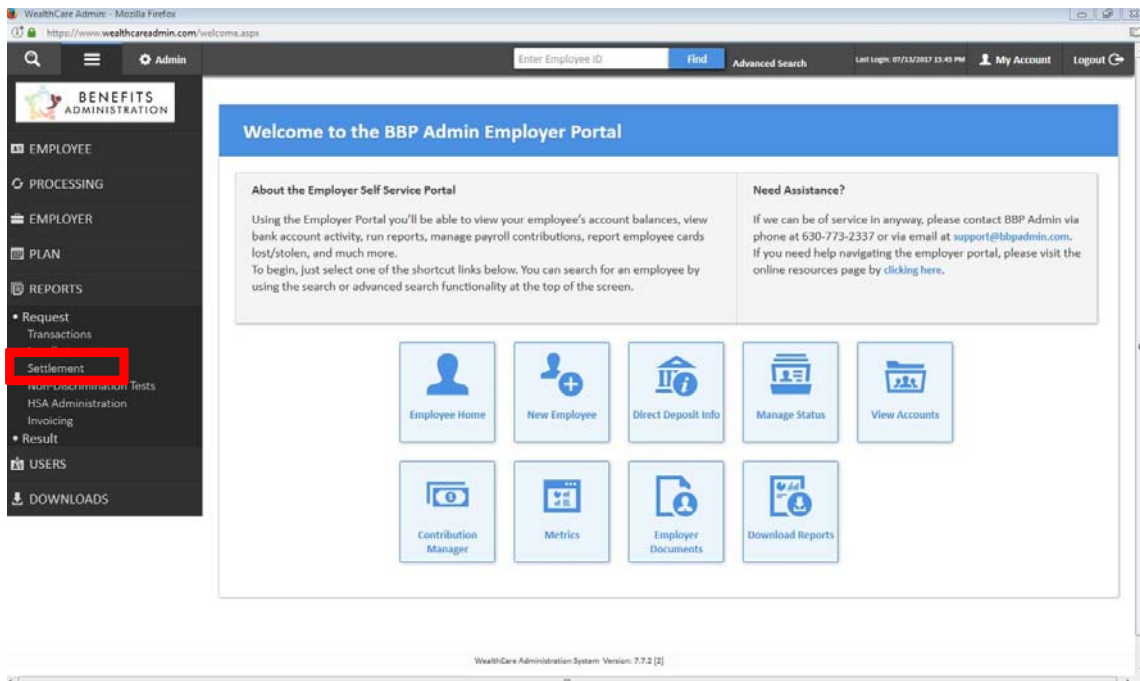
2. Enter your username and password, and then click “Login.”



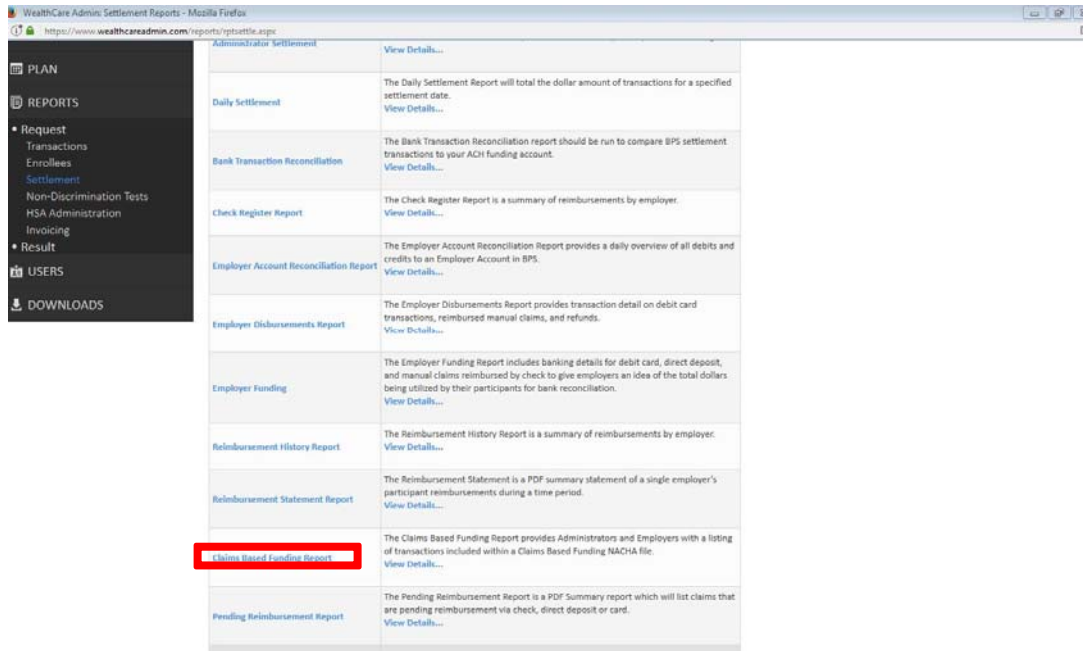
3. After logging in, you will see your admin homepage. From here you should click the “Day-To-Day Menu” (3 horizontal lines) where the navigation drop down will appear.



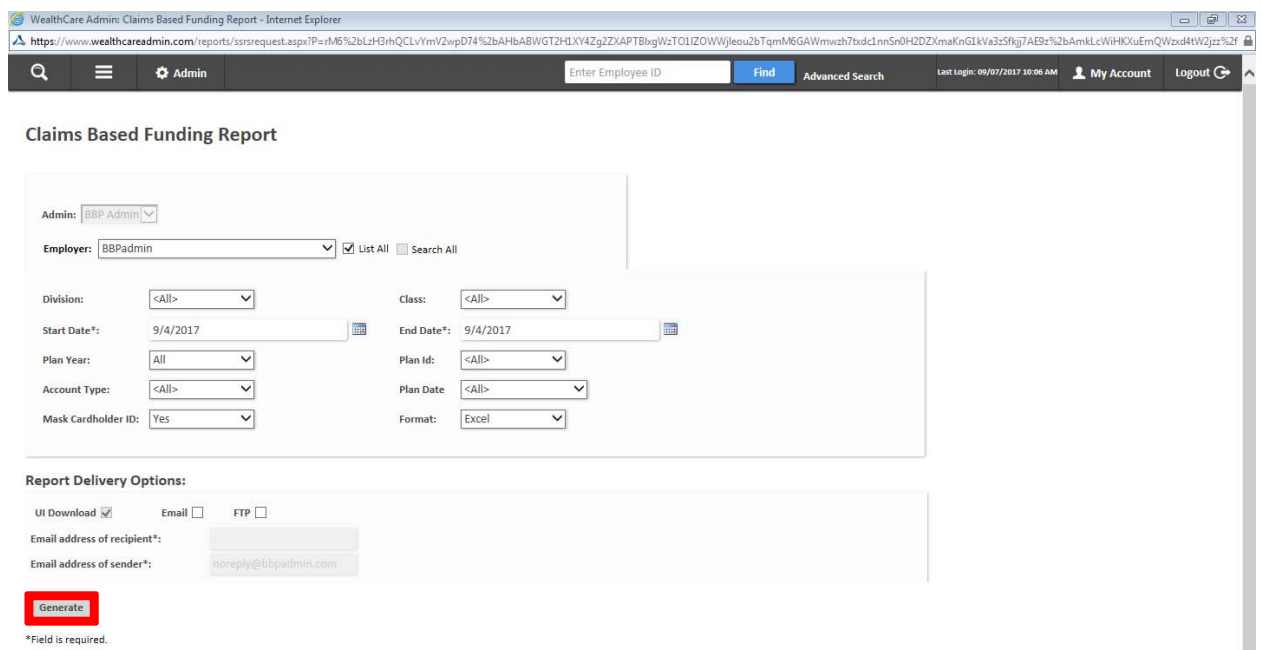
4. On the navigation drop down, click on the “Reports” button. A second drop down will appear, click on “Request.” Then a final drop down will pop up, click on “Settlement.”



- 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)

WEALTHCARE ADMINISTRATION

EMPLOYEE
PROCESSING
EMPLOYER
PLAN
REPORTS
Request
Result
View Reports
USERS
DOWNLOADS

Admin: BBP Admin Employer: BBPadmin List All

Report Category: All Report Name: All
Request From Date: 8/29/2017 Status: All
Request To Date: 9/5/2017

Delete Search

To view reports with status 'Generated', click on the report name

Report Name	Status	Requested Date	Format	Admin ID	Employer Name	Acct Type	ID	Report Dates	Viewed	Delivery Method
No Report requests found.										

Delete

WealthCare Administration System Version: 7.7.2 [6]

You Have Successfully Created a Claims Based Funding Report!