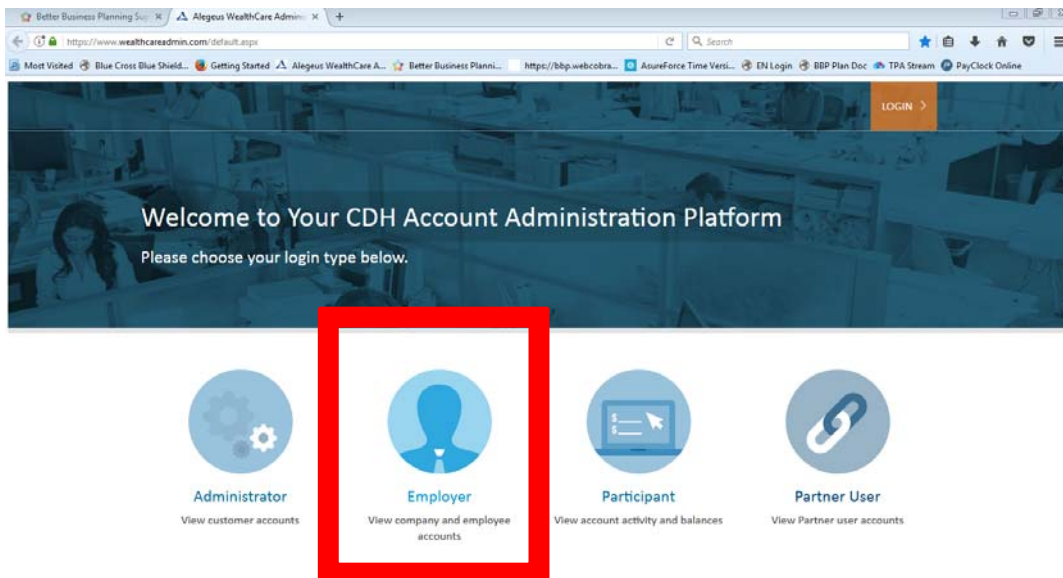
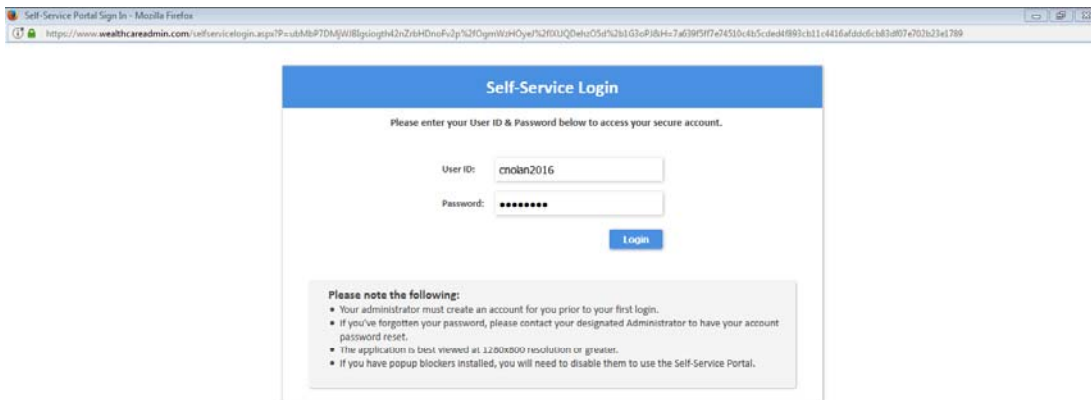


How to Run a Claims Based Funding Report After a Holiday

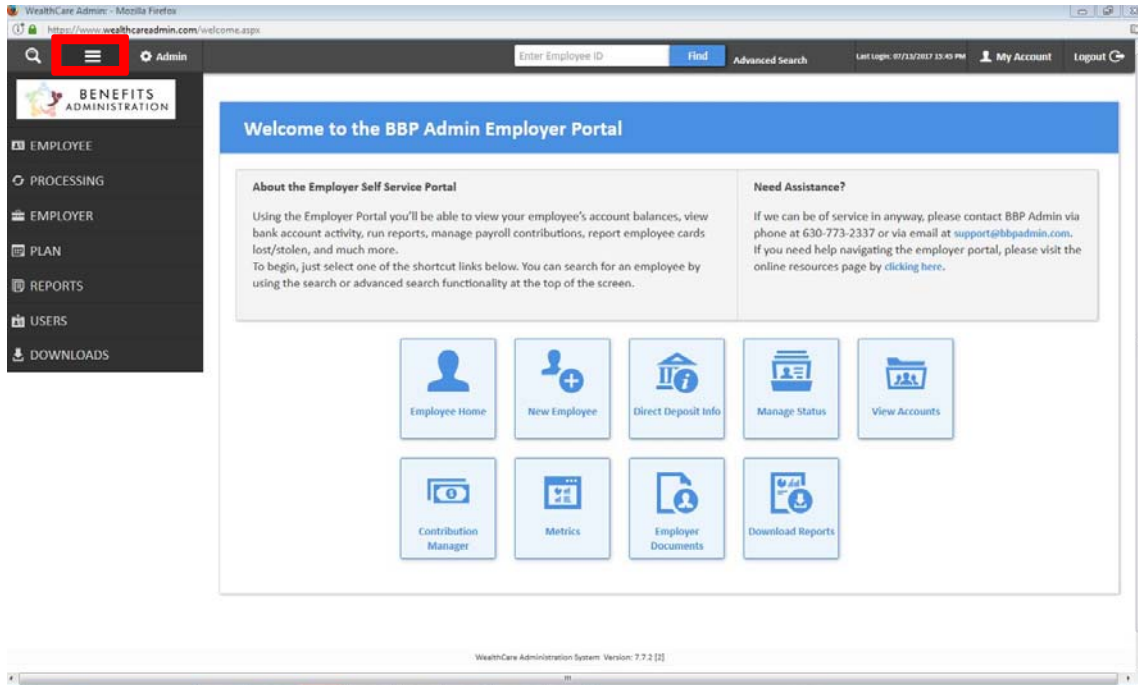
1. Go to <https://www.wealthcareadmin.com/default.aspx> and click on the “Employer” icon.



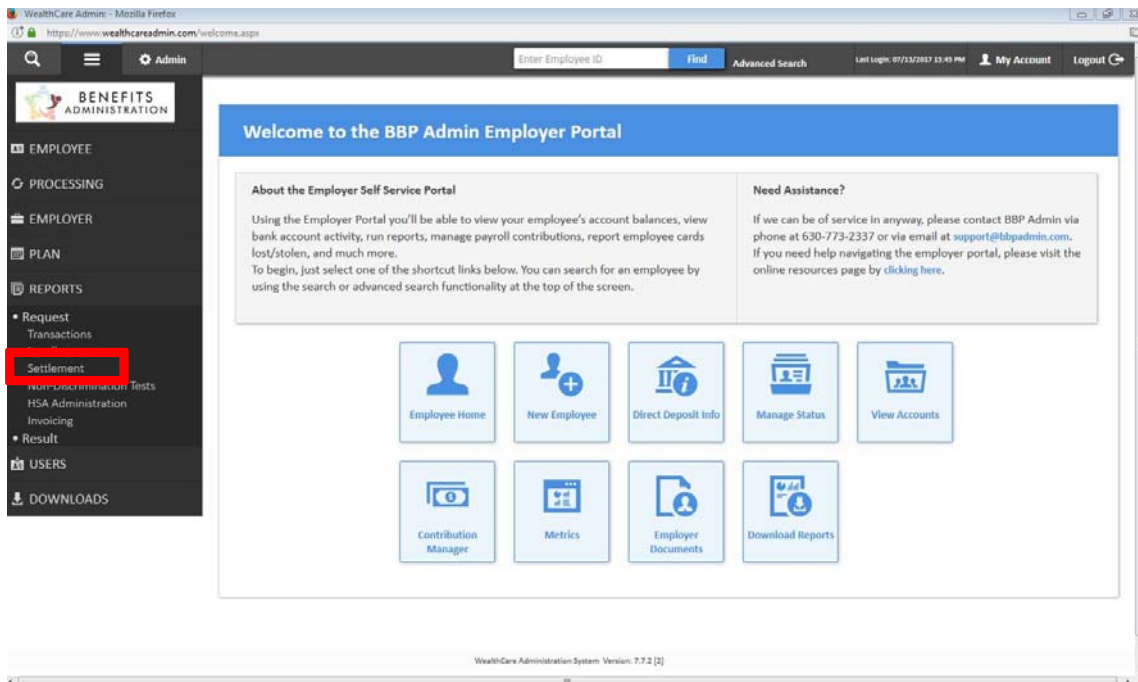
2. Enter your username and password, and then click “Login.”



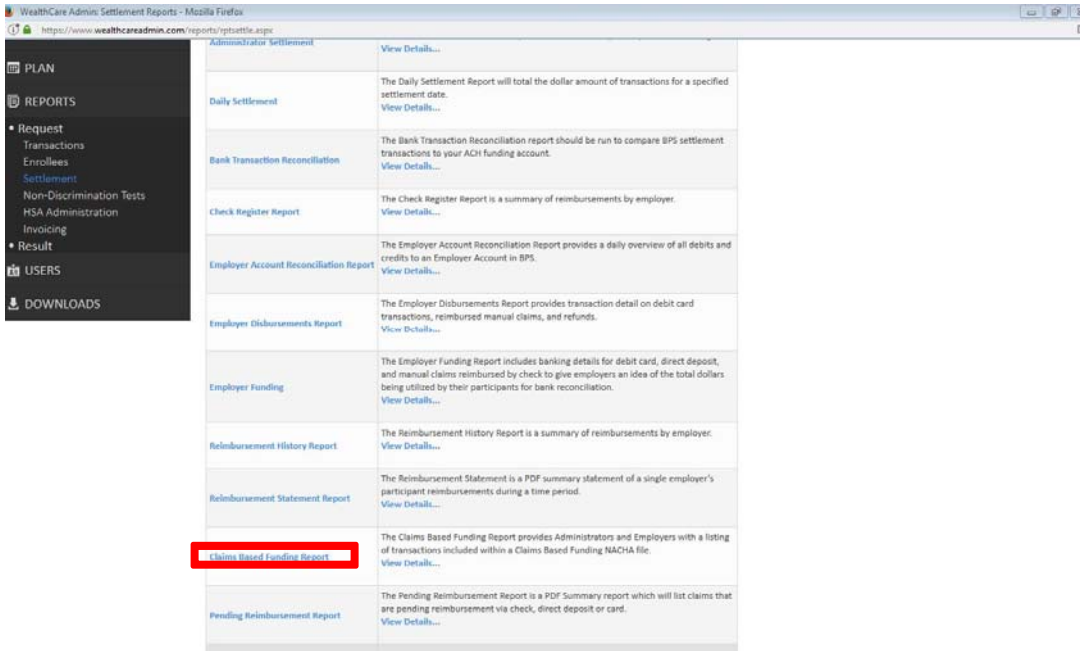
3. After logging in, you will see your admin homepage. From here you should click the “Day-To-Day Menu” (3 horizontal lines) where the navigation drop down will appear.



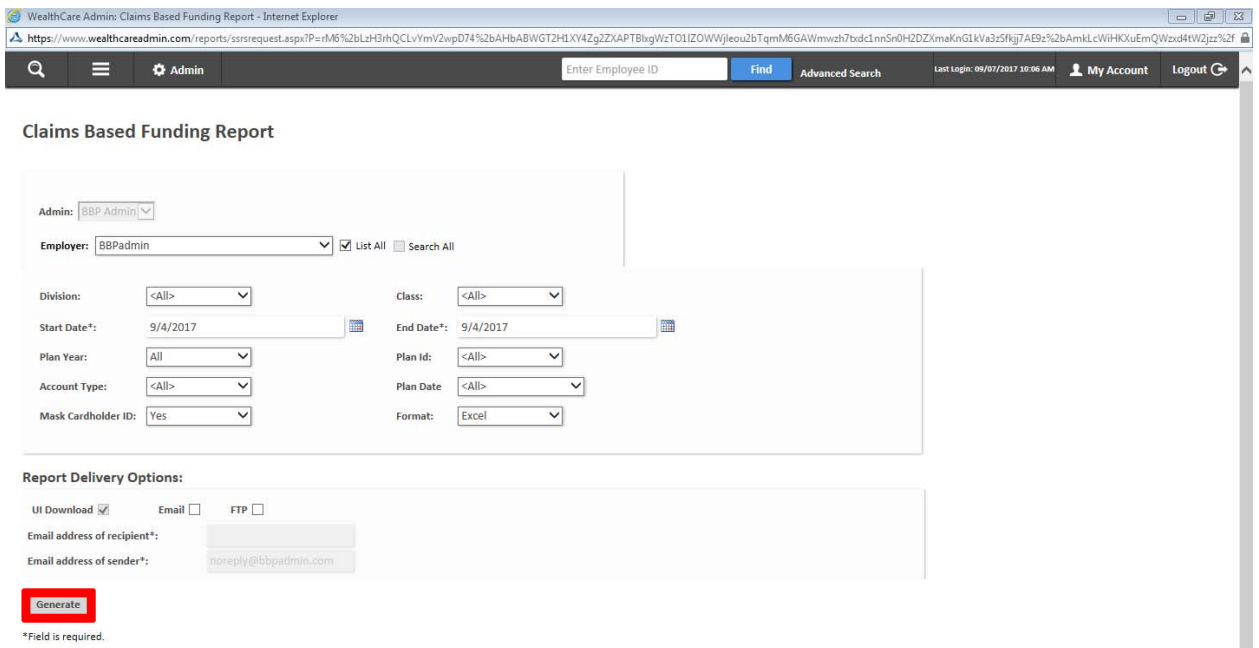
4. On the navigation drop down, click on the “Reports” button. A second drop down will appear, click on “Request.” Then a final drop down will pop up, click on “Settlement.”



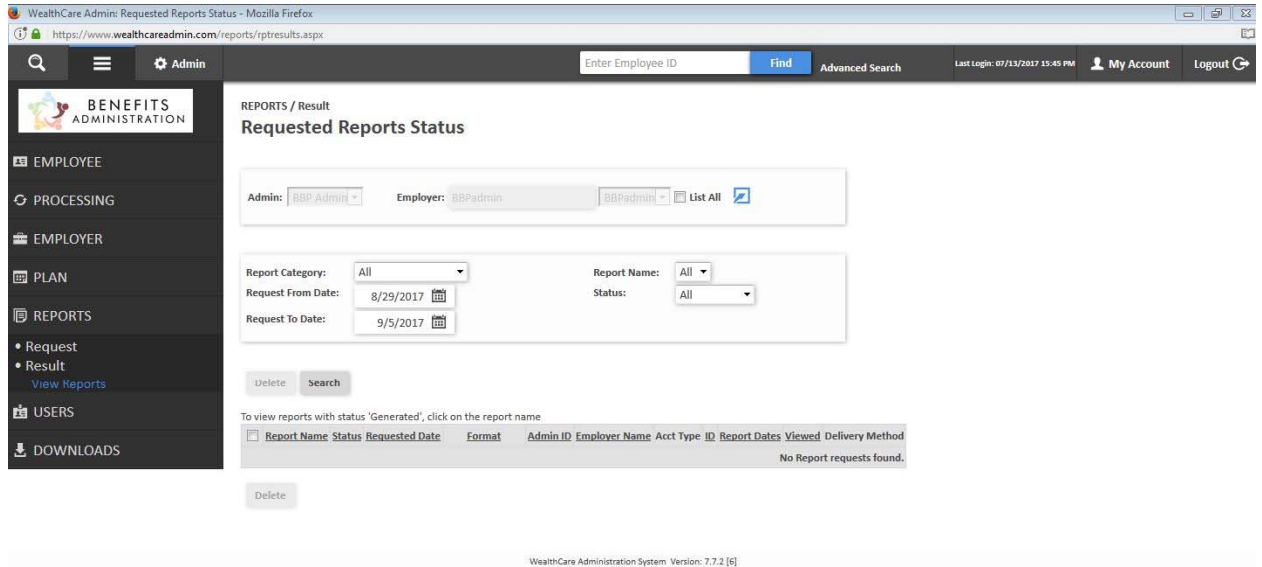
5. After clicking the “Settlement” button you are brought to this screen. Select the “Claims Based Funding Report.”



- After clicking Claims Based Funding Report, you are brought to the Report Creation page. If the holiday occurs on a Monday please select the **Tuesday** date you'd like the report for. The report ran for Tuesday will cover the previous Sunday – Saturday when a holiday is on Monday. Any other date beside Tuesday 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)



You Have Successfully Created a Claims Based Funding Report After a Holiday!