# Employer Portal Quick Reference Guide

## Contribution Manager

The WealthCare Administration (WCA) system has recently undergone a refresh and redesign of the administrator user interface. The new user interface aims to simplify and streamline employer and administration system workflow – to provide a better user experience while using the platform.

To help you familiarize yourself with the new system interface, we've developed this quick reference guide to help navigate the system.

This quick reference guide explains how to access the following screens within the WealthCare Administration system:

- Employer Contribution Manager
- Payroll Deposit Import

### Contents



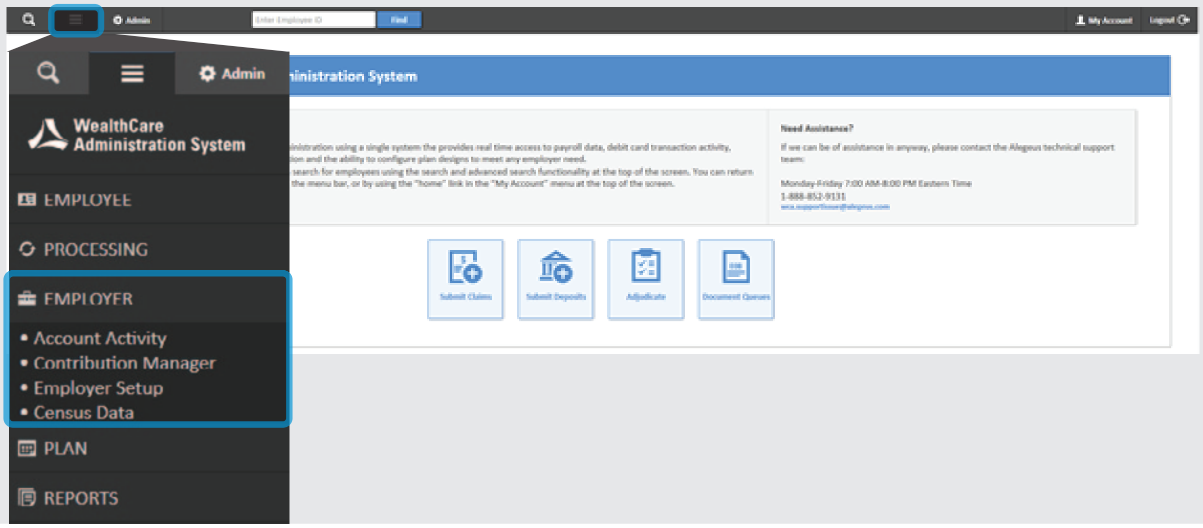

BBP Admin
BENEFITS ADMINISTRATION
COBRA, FMLA, FSA, HRA, HSA, TRANSIT

info@bbpadmin.com
www.bbpadmin.com
630 773 2337

## New Employer Menu

Most pages previously accessed through the Employer Tab in the old user interface can now be found under the Employer section of the Main Menu. This includes all pages related to Contribution Manager.

**New Employer Menu**

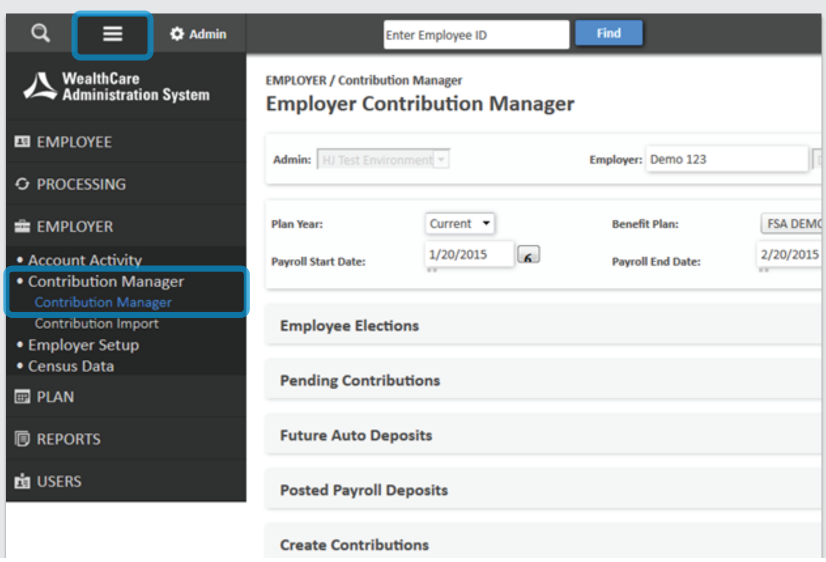



## Contribution Manager

To access Contribution Manager, Employer Users will open the Main Menu, expand the Employer section, then the Contribution Manager subsection, and then click "Contribution Manager." The content of this page has remained unchanged from the previous user interface.

### Main Menu ❯ Employee ❯ Contribution Manager ❯ Contribution Manager

**Contribution Manager**

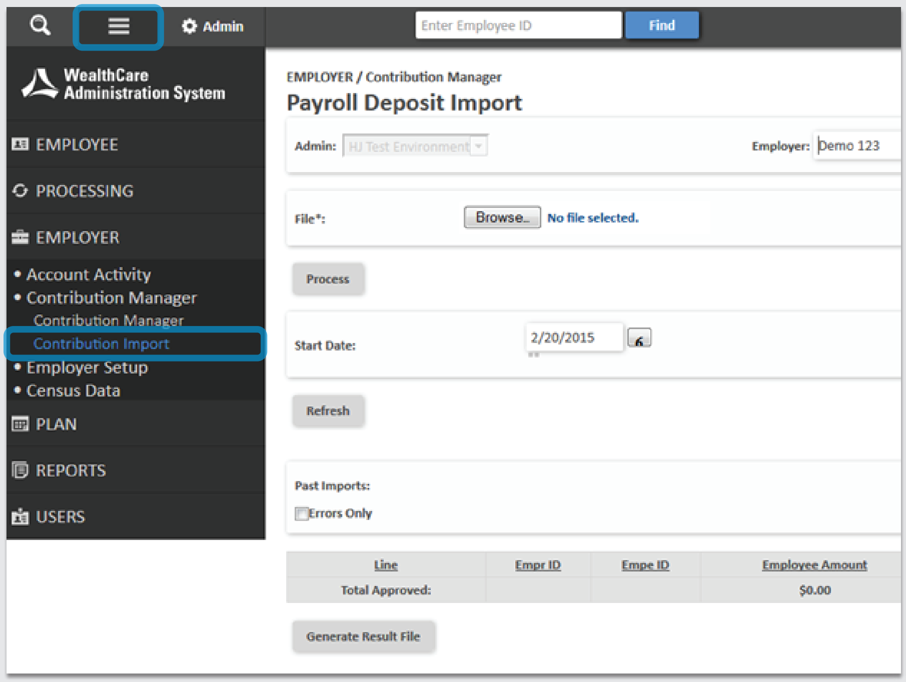


## Importing a Contribution

To use Contribution Manager to import a payroll deposit file, Employer Users can click on the Contribution Import link under the Contribution Manager subsection of the new Employer menu. This will take you to the Payroll Deposit Import screen.

### Main Menu ❯ Employee ❯ Contribution Manager ❯ Contribution Import

**Contribution Import**

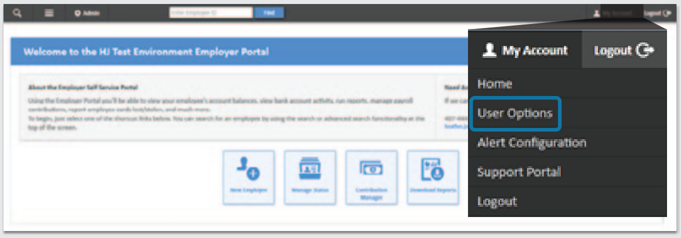



## Personalized User Navigation Tiles

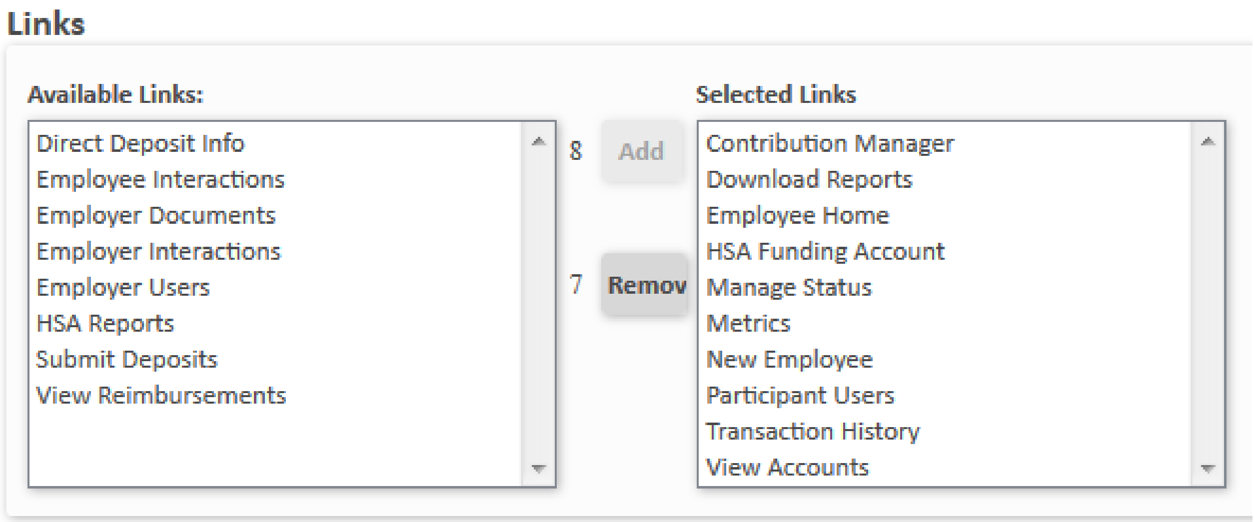

Quick and easy access to some of the pages and screens mentioned throughout this document is now easier than ever. Thanks to the new personalized user navigation tiles, users can now customize up to 10 shortcuts for easy access – from anywhere within the application. This powerful new level of customization allows individual employer users instant access to their most-used pages, eliminating the need to click through multiple menus.

Users can select their shortcut tiles using the 'my account' menu, found under the 'user options' button, as shown below:

**User Options**



Within this option menu, users can specify their preferred shortcuts, by toggling to add and/or remove tiles, as shown below:




Once configured, navigation tiles will appear on the application home page, as well as the new WealthCare Administration system navigator. To access the WealthCare Administration system navigator, select the magnifying glass in the upper left corner of any application page.