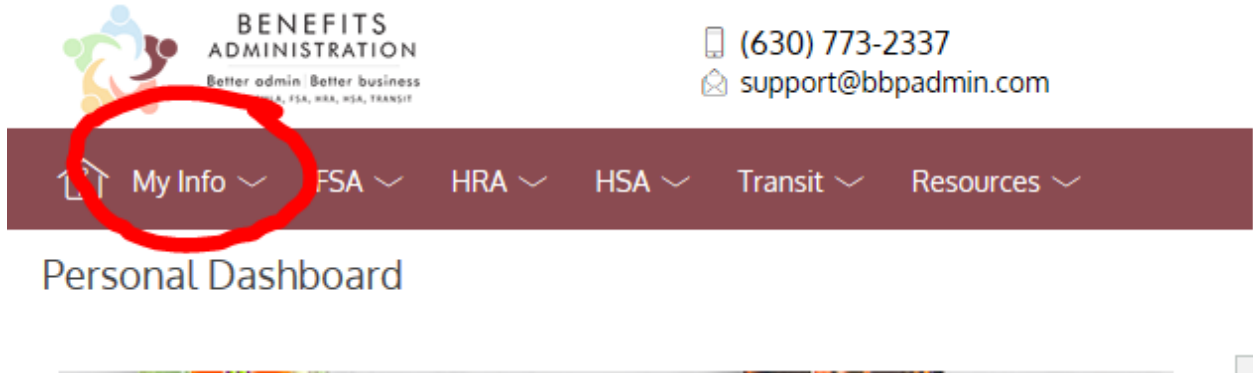


Direct Deposit Validation Instructions

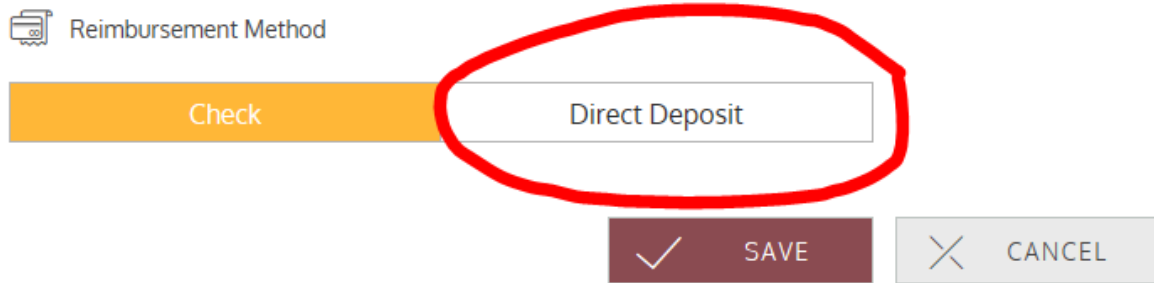
Login to your Participant Portal at

<https://betterbusinessplanning.wealthcareportal.com/Authentication/Handshake>

Under “My Info” choose “Reimbursement Preference”




To add or edit your Direct Deposit information, click on Direct Deposit



Enter in the following information:

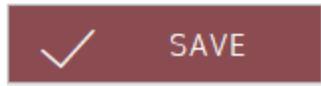
1. Bank Name
 2. Account Number
 3. Re-enter Account Number
 4. Routing Number
 5. Re-enter Routing Number
 6. Choose Checking or Savings account
- Check box agreeing to receive reimbursements via direct deposit
Click Save

Once you click “Save”, you will be asked to review your bank account details – please confirm all of this information is correct. You will receive a notice that Validation of this account is required

 Please Review Bank Account Details

Bank Name [REDACTED]
Account number [REDACTED]
Routing number [REDACTED]
Bank account type Savings

Validation of this account is required!



Within 24-48 banking hours, you will receive three deposits into the bank account you have just entered into the Participant Portal.

*****Please note, the deposits will not hit your bank account for 1-2 banking days – do not try to Validate your bank account in the participant Portal until you receive the deposits*****

You will receive 2 deposits between \$0.05 and \$0.25

You will receive 1 debit of the sum of the two deposits.

For example, if you received a deposit of \$0.08 and \$0.19, you will also see a debit of -\$0.27

MBWithdrawalSETL	\$0.27 >
	Nov 6
MBIDepositSETL	+\$0.19 >
	Nov 6
MBIDepositSETL	+\$0.08 >
	Nov 6

To validate these amounts after they have been deposited/debited from your bank account, login to your Participant Portal at:

<https://betterbusinessplanning.wealthcareportal.com/Authentication/Handshake>

On the main page, you will see a screen that reads “Get Reimbursed Faster” with the word “Validate” and pencil icon. Click on the word “Validate” or pencil icon to validate your bank account information.



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FSA ▾

HRA ▾

HSA ▾

Transit ▾

Resources ▾

Personal Dashboard



Get Reimbursed Faster

Finalize your direct deposit account by validating it



VALIDATE

This screen will appear with the Account Status as "Validation Required" with the Validate button – click on "Validate"

Reimbursement Method

Reimbursement Method

Check Direct Deposit

Bank Name * [REDACTED]

Account * [REDACTED]

Re-enter Account *

Account Routing * [REDACTED]

Re-enter Routing *

Bank Account Type Saving

Account Status Validation Required

VALIDATE

By providing my bank account and routing numbers, I agree to allow my administrator to direct deposit plan reimbursements into my accounts. I understand that I can change this directive at any time. *

Check example

Name _____ Date _____

Address _____

Pay to the order of: _____

Your bank

Routing Number: 1: 2333 21 231: 234511 Account Number: 23456789 23

Please note: The order of Routing, Account and Check numbers will vary from financial institution to financial institutions and will not necessarily be in the same order as shown above.

EDIT SAVE CANCEL

Enter in the 3 amounts you received and click "Submit"

Reimbursement Method



Enter the amounts to validate bank account



Amount 1 *



Amount 2 *



Amount 3 *



SUBMIT



CANCEL

If the 3 amounts match, your account is validated and you are setup to receive Direct Deposit reimbursements from BBP Admin.

If the 3 numbers do not match, you will need to re-enter the correct amounts. After 3 unsuccessful attempts, you will have to start the Validation process over.

Please be sure to keep your banking information up-to-date with BBP Admin – any returned funds due to an incorrect account or routing number will result in a reprocessing fee.