# **WealthCarePortal**



Participant Guide to Accessing Benefits Online



#### Browse to www.amben.com/wealthcare



- 800-499-3539
- support@amben.com



SIGN IN



REGISTER



Consultants













#### Try Our Mobile App



#### Welcome to American Benefits Group

Our mission is to define a level of service that is unmatched in the industry today and exceeds our client's expectations in every way. We maintain a steadfast commitment to all of these core competencies

- Live support during normal business hours 8:30am-5:00pm
- Toll-free customer service and claims fax lines



#### **RESOURCES**

Benefit *Resources*, Including Forms, Are Available Before You Login

Please note that this portal has educational materials about a number of different benefit accounts. Remember, some of these accounts may not be available to you through your employer, or they may be administered by a TPA other than American Benefits Group, If you are unsure whether American Benefits Group administers any of these benefits for your company contact your HR office or call American Benefits Group customer support at 800-499-3539.











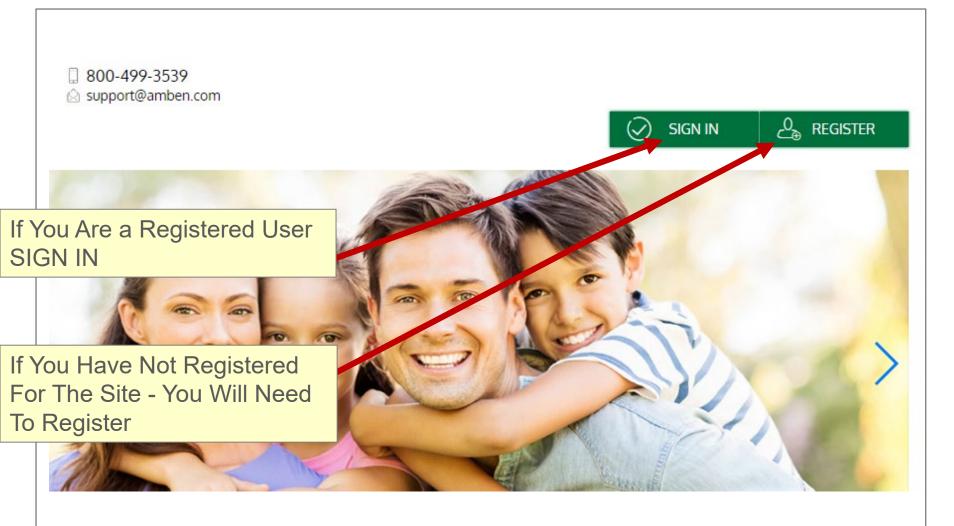


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### **REGISTER / LOGIN**



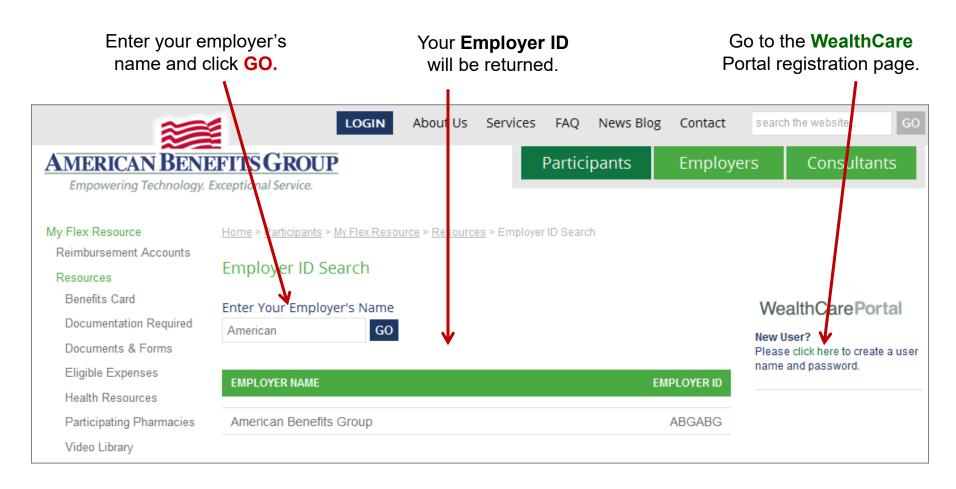


#### **REGISTER: FIND EMPLOYER ID**

To register ABG must have your Email Address or your Mobile Number in our WealthCare system.

You will also need your **Employer ID**.

If you do not know your Employer ID, go to www.amben.com/employer-search.html .





#### **REGISTER: STEP 1**

**IMPORTANT:** You must have a valid **Email Address** or **Mobile Number** (for SMS) in our system to verify your identity.

If you have not done so already browse to: <a href="https://www.amben.com/WealthCare">www.amben.com/WealthCare</a>

#### **First Time Registration**

- Select Register in the upper right side of the screen.
- Follow the instructions and enter all the required information.
- Enter your First Name, Last Name and Zip Code.

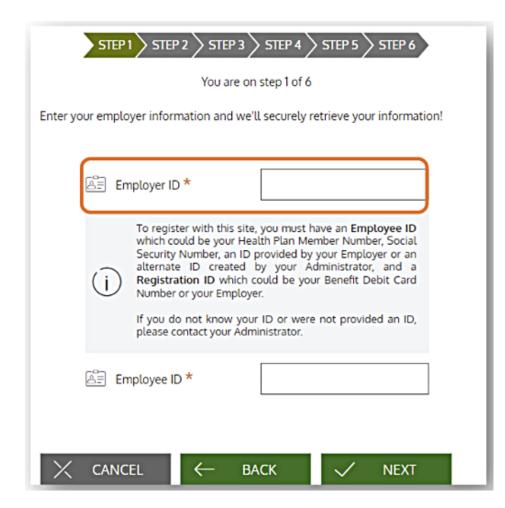
Check the box if you received a debit card for your benefit account.





#### **REGISTER – STEP 1 CONTINUED**

- Enter your Employer ID (Find my Employer ID).
- Enter your Employee ID (employee ID is your SSN).





- Select the method of which you would like to receive your verification code.
- Please be aware that the verification code sent via email can take up to 10 minutes.
   Do not trigger a second code.
- Text messaging is much faster if you have a Mobile Number in the system.

 Enter the verification code as instructed upon receipt.







 Create a User Name and designate an Email and Password to use with your account.

Follow password criteria.





 Select and answer four Security Questions.

questions.

Please use the select boxes labelled select question 1, select question 2, select question 3, and select question 4 to choose questions which are relevant

to you and they enter answers to those

STEP 3 STEP 4 STEP 5 STEP 6 You are on step 4 of 6 Select Question 1\* In which city was your grandmother born (father's m... ~ Please use the select bo question 2, select questi questions which are rele-Question 1 Response \* those questions. Type your answer here Select Question 2 \* What was the name of your junior high school? (Ente... > Question 2 Response \* Type your answer here Select Question 3 \* What is the name of the college you went to? Question 3 Response \* Type your answer here Select Question 4 \*

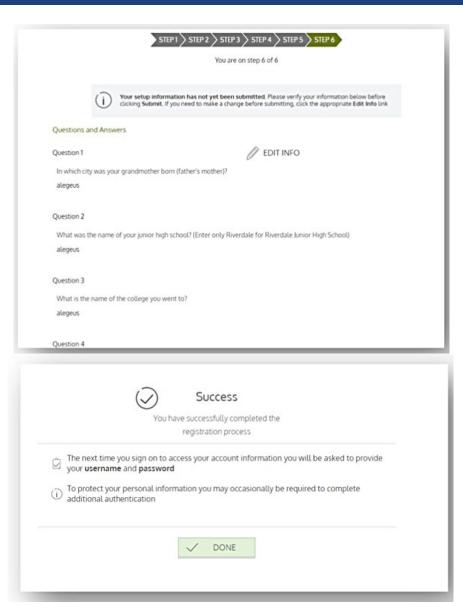


Confirm your Email address.



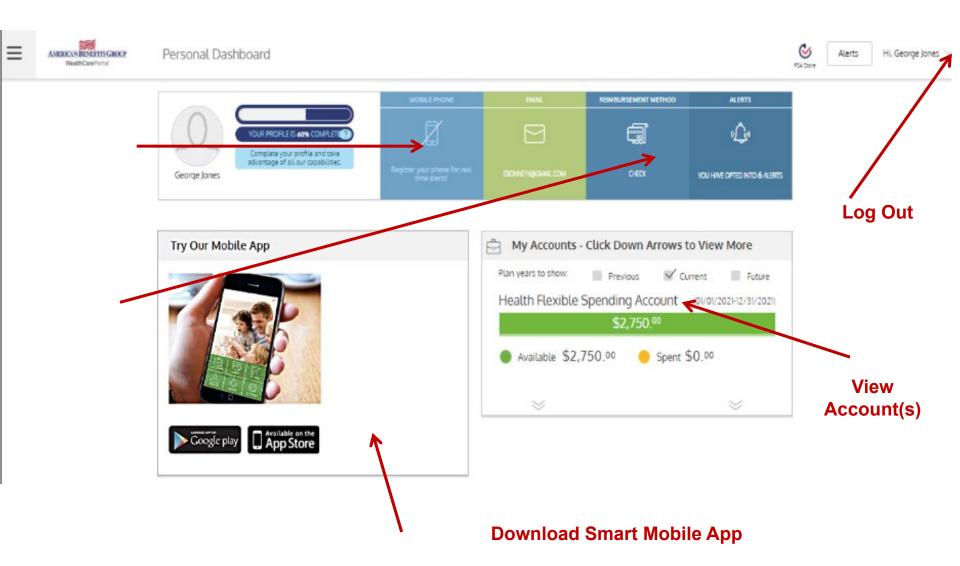


 Confirm your security Questions and Answers. Submit to complete the registration process.



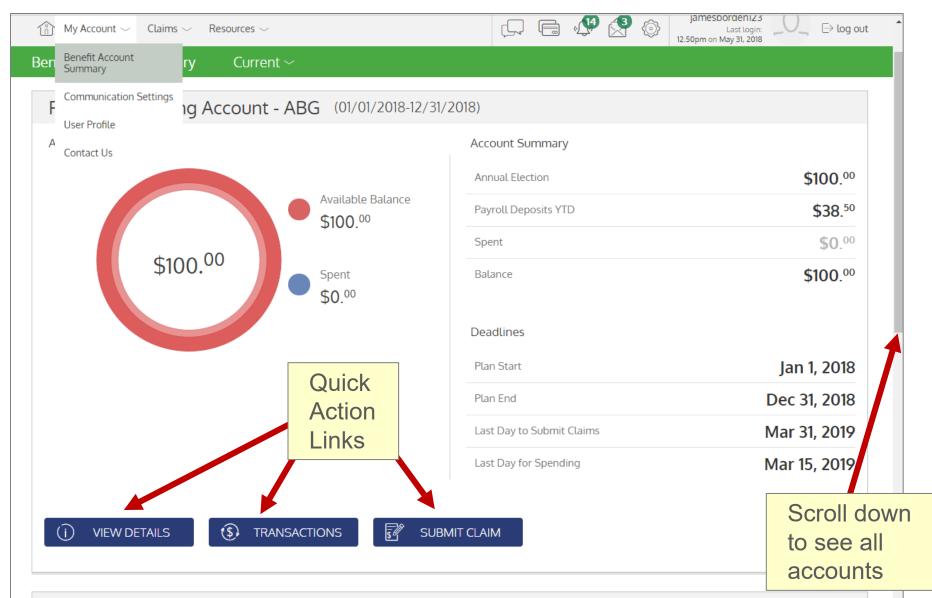


### PERSONAL DASHBOARD



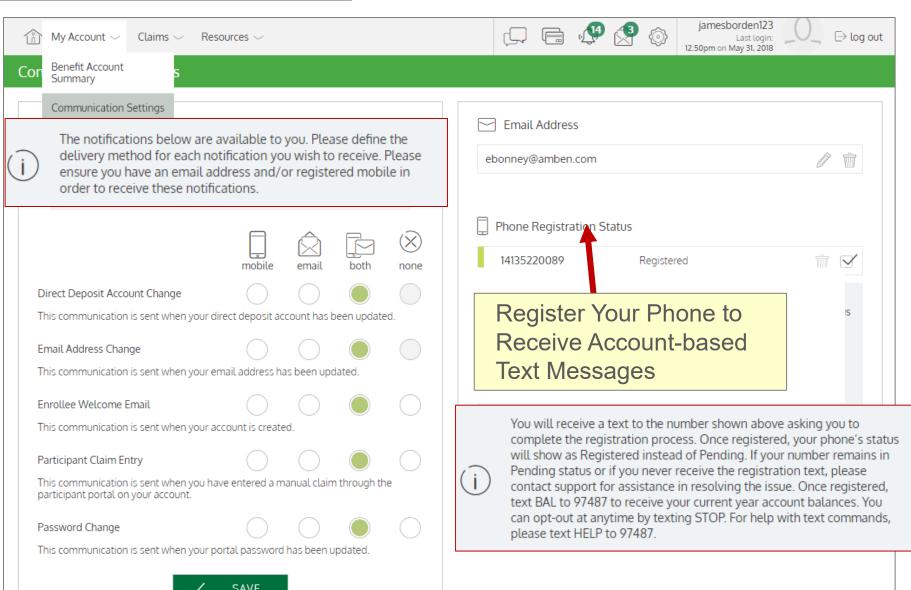


### BENEFIT ACCOUNT SUMMARY





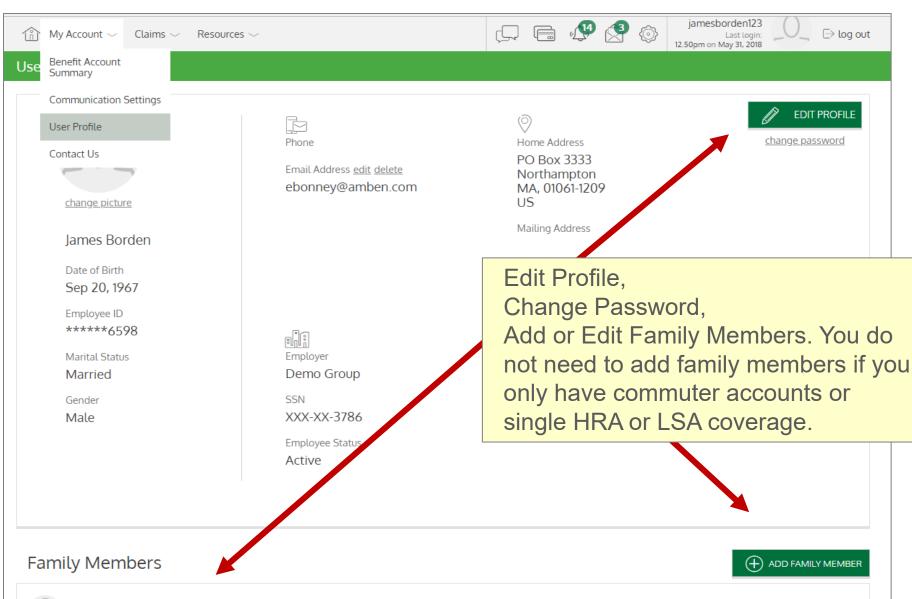
#### **COMMUNICATIONS**





Elizabeth Borden

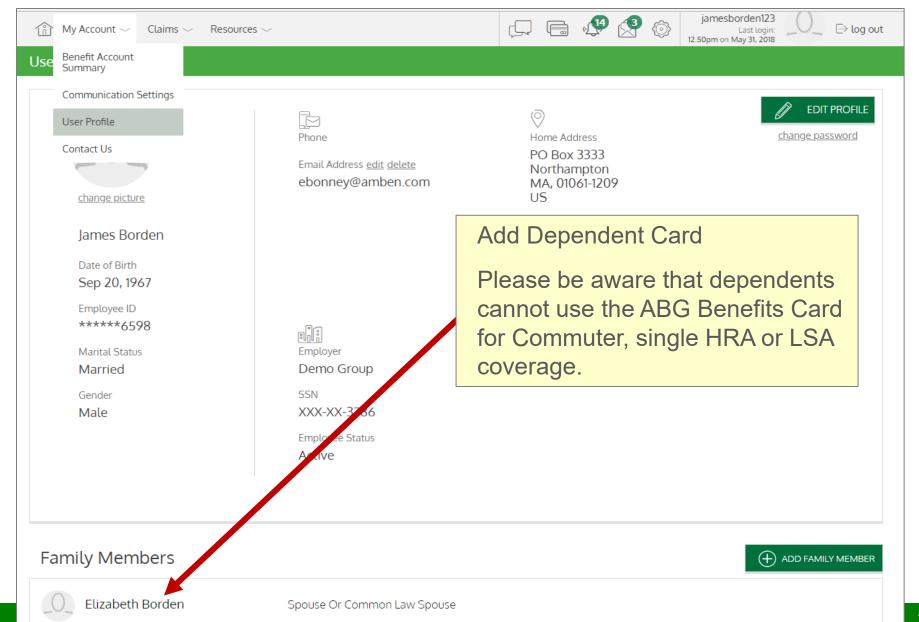
### **USER PROFILE**



Spouse Or Common Law Spouse

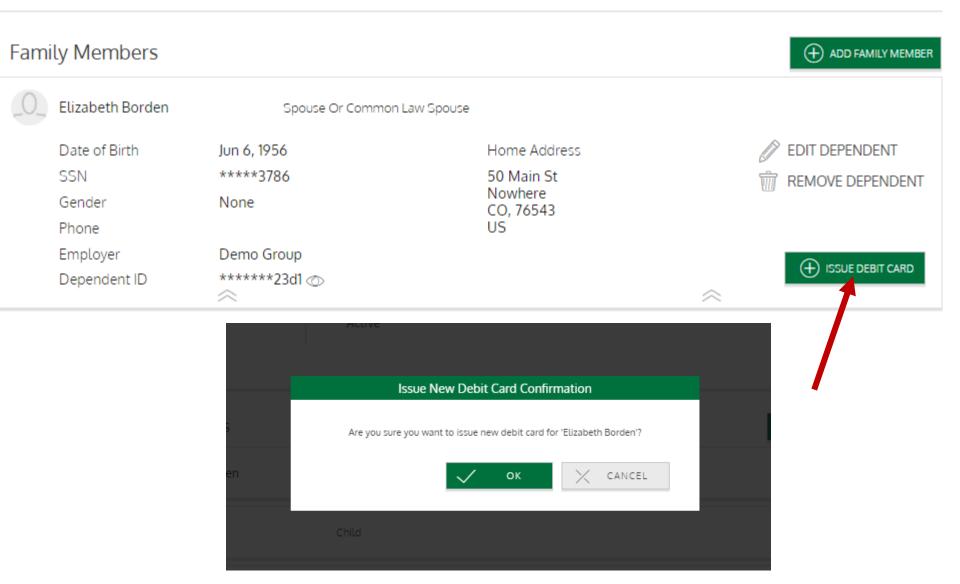


### USER PROFILE - DEPENDENT CARDS



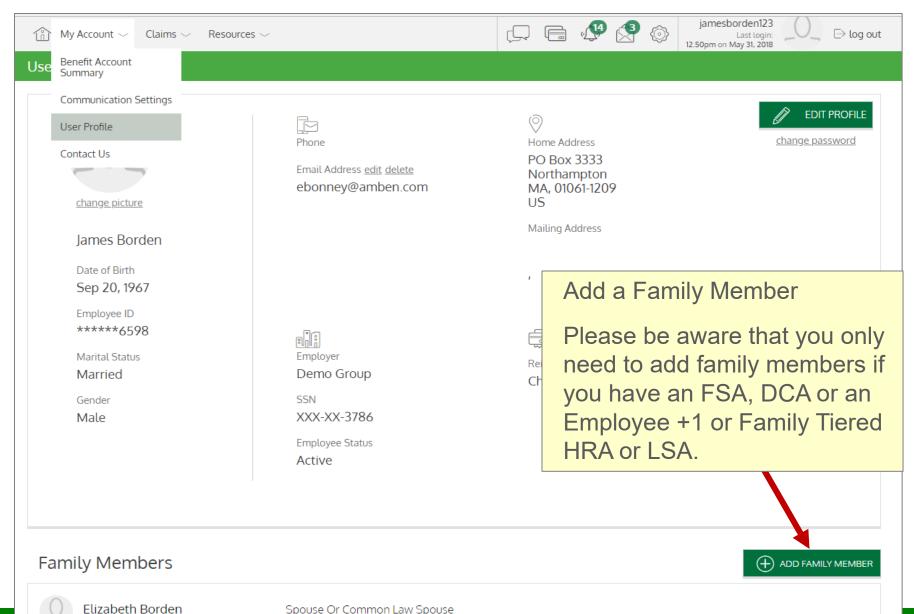


### USER PROFILE - DEPENDENT CARDS



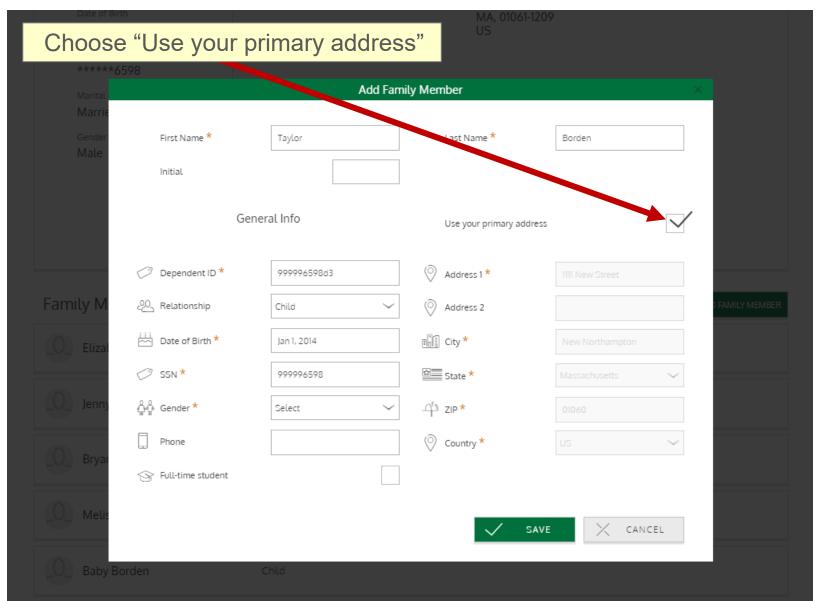


### USER PROFILE - ADD DEPENDENT

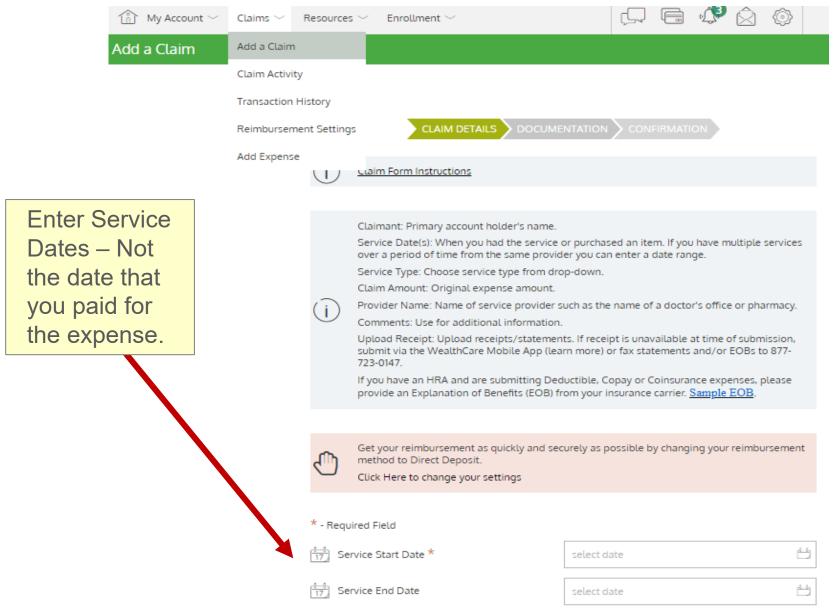




### USER PROFILE - ADD DEPENDENT

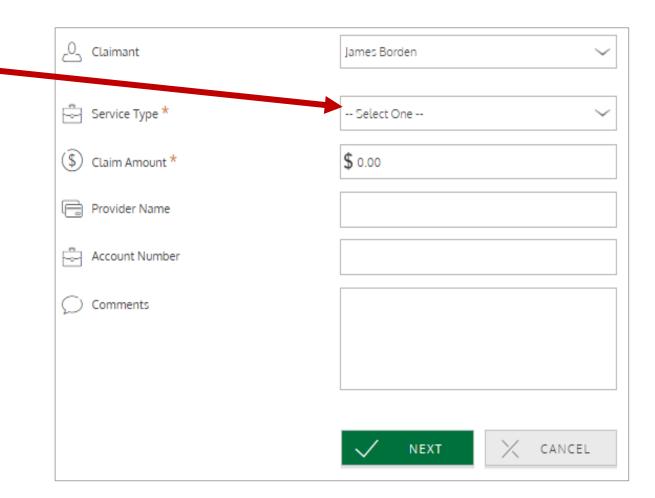




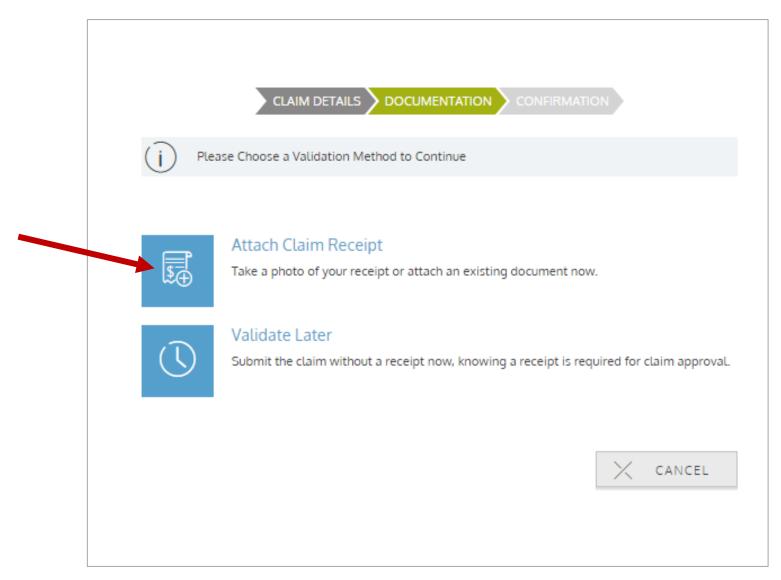




IMPORTANT:
Choose the
most
appropriate
Service Type,
for an HRA
this will
probably be
Deductible,
Copay or
Coinsurance





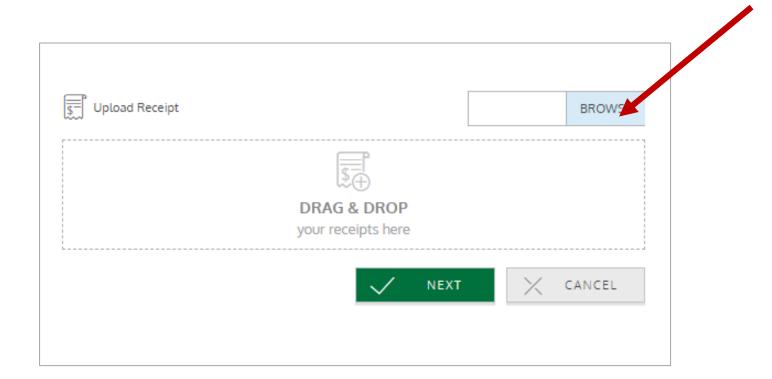




#### Documentation must show:

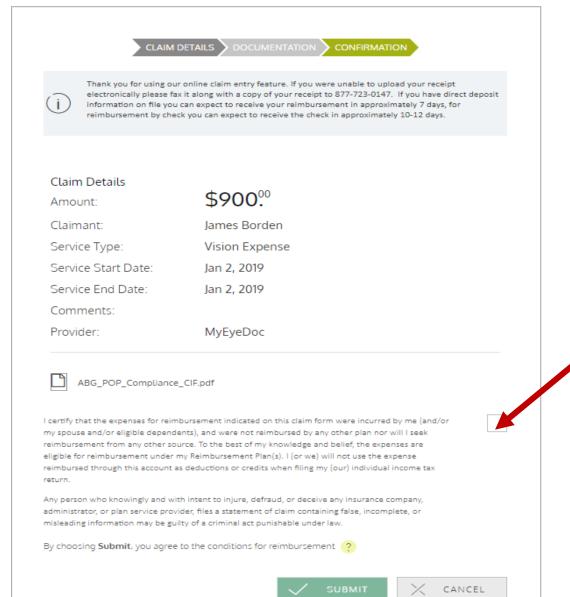
Date of Service; Who Service Was For; Nature of Service; Service Provider and Amount Credit card receipts are not acceptable.

For most HRA expenses an Explanation from your insurance carrier is required.





### Certify and Submit.







#### Thank you!

Thank you for using our online claim entry feature. If you were unable to upload your receipt electronically please fax it along with a copy of your receipt to 877-723-0147. If you have direct deposit information on file you can expect to receive your reimbursement in approximately 7 days, for reimbursement by check you can expect to receive the check in approximately 10-12 days.

What do you want to do next?

SUBMIT ANOTHER CLAIM

OPEN CLAIMS LIST

PRINT A CLAIM FORM





Claim Receipt Submittal Form

Participant:
 James Borden

Do not mark this barcode. It doesn't contain any personal information, and is necessary to speed up processing.

 Date Submitted: 1/2/2019 6:00:00 AM

This barcode is unique and this form should not be re-used.

Total Requested:

\$900.00

You can fax this letter with your documentation to:

877-723-0147



#### Claims Submitted With Receipts:

Start Date	End Date	Amount	Claimant	Provider
01/02/2019	01/02/2019	\$900.00	James Borden	MyEyeDoc

#### Instructions and Certifications

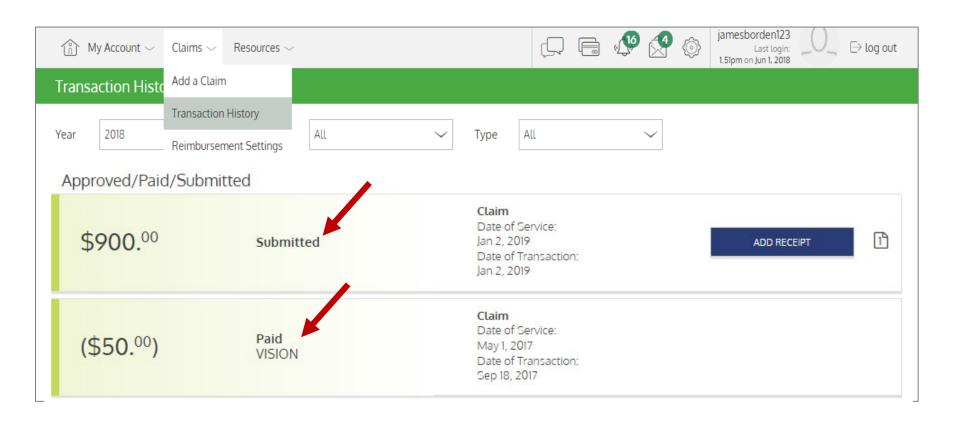
If you did not upload your receipt please print this page and fax it with your documentation to 877-723-0147.



### TRANSACTION HISTORY

Once submitted you can view under Claims > Transaction History

Once paid status will change from Submitted to Paid

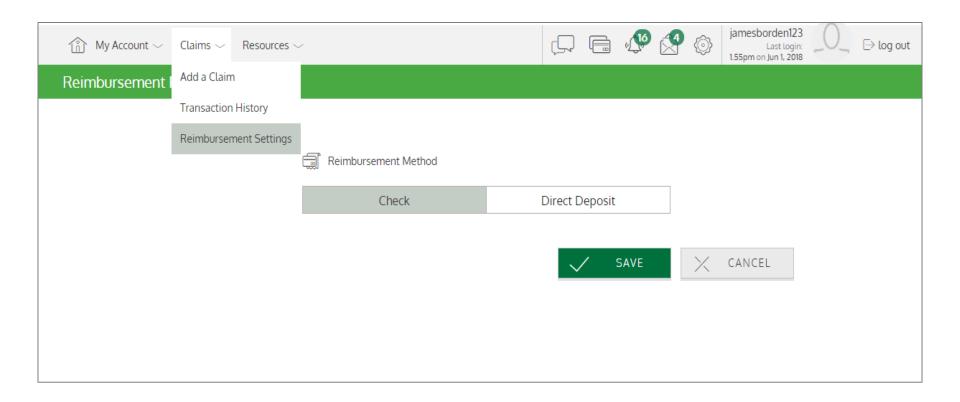




# REIMBURSEMENT SETTINGS

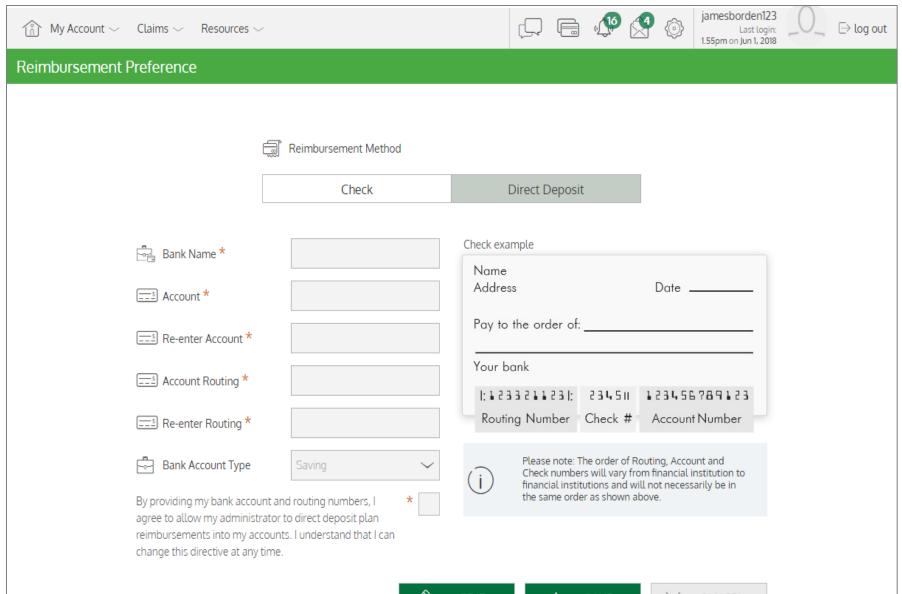
For faster reimbursements provide your Direct Deposit information.

**Choose Claims > Reimbursement Settings** 



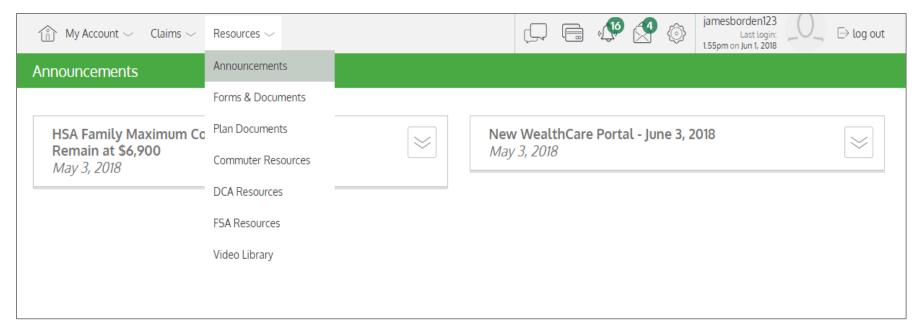


### REIMBURSEMENT SETTINGS





### **RESOURCES - ANNOUNCEMENTS**





#### **RESOURCES – FORMS & DOCUMENTS**



My Account ✓

Claims ~ Resources ~















 $\rightarrow$  log out

#### Forms & Documents

Announcements

Forms & Documents

### Avida Bank HSA Fc Plan Documents

Account Closure Form

Commuter Resources

Authorized User Form

DCA Resources

Beneficiary Form

FSA Resources

Contribution Form

Video Library

Contribution Correction Form

Distribution Reversal Form

IRS Publication 969

IRS Form 8889

Instructions for Form 8889

Rollover Distribution Form

Check Orders You can order checks anywhere you wish. Please note if you use the order link below you will recieve 25 checks for \$8.00.

Check Order (Order a checkbook to associate with your HSA)

Transfer Form (Transfer Existing HSA Funds to Avidia Bank) Depending on the existing custodian it could take up to 6 weeks before the Transfer Check is sent to Avidia Bank.

#### Dependent Care

Dependent Information for Dependent Care

Dependent Care Eligible Expense Table

Receipt for Dependent Care Services

Automatic Dependent Care Claim Form

W10 Form to Request Dependent Care Provider's Tax ID

Dependent Care Worksheet

2441 Dependent Care Expense Form

2441 Instructions

#### Commuter Accounts

Commuter Transit & Parking - Flyer

Commuter Parking - Claim Form

Commuter Accounts - Enrollment Kit

Commuter Transit and Parking Election/Change Form

Commuter Parking Election/Change Form

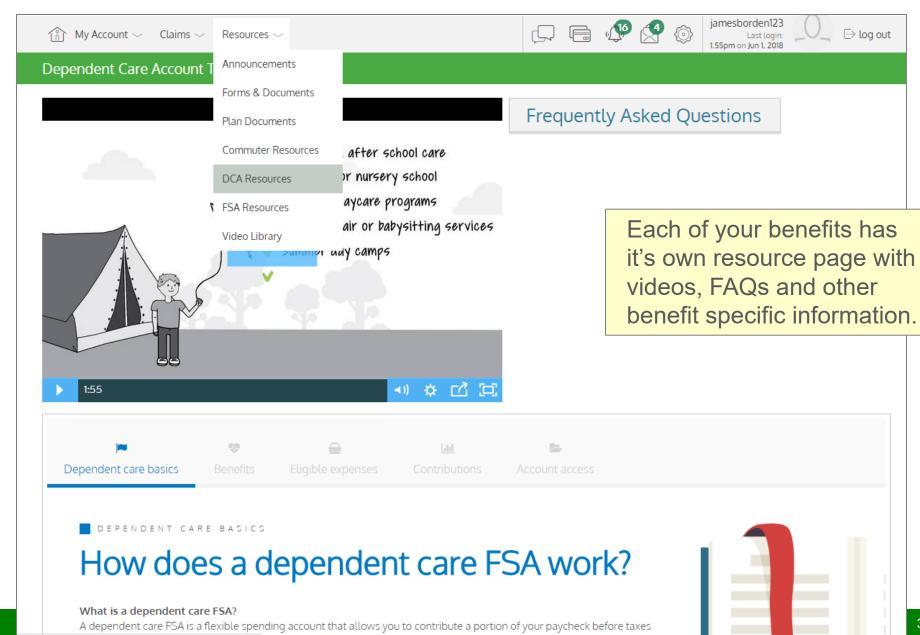
uberPOOL

Lyft Line

### Flexible Spending Accounts



### **RESOURCES – DEPENDENT CARE ACCOUNT**





# RESOURCES - VIDEO LIBRARY

