



MidAmerica **Journey**

Employer Overview Guide

Your journey begins here.

Welcome to **MidAmerica Journey**, your new Employer Portal. This one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs), and Health Reimbursement Arrangements (HRAs).

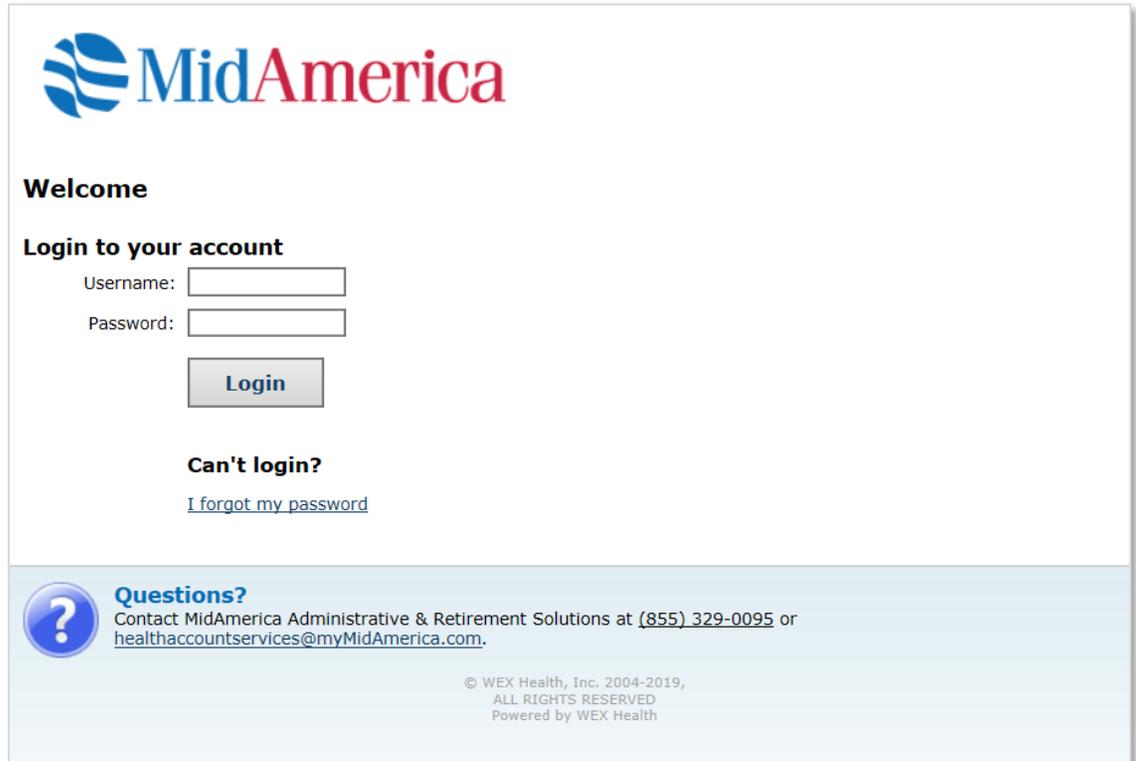
The Employer Portal is convenient and easy to use. Depending on your user role*, any-time access to the portal allows you to:

- View current and prior year plan information
- Access forms and documents
- Retrieve over 50 scheduled reports or notifications
- View individual participant account summary and balances, enrollments, claims and payments
- Access history of reports and notifications

**Please note that depending on your user role access, you may or may not see or be able to use certain functions of the portal. If you have questions, simply reach out to your Account Manager by emailing accountmanagement@myMidAmerica.com.*

Accessing the portal for the first time

- Go to www.er.myMidAmericaJourney.com
- Using the username and temporary password we provided, log into your account. If you do not have a username or password, please contact your Account Manager.
- Upon initial login, you will be prompted to change the password.
- Once the password is updated and confirmed, click Login.



The screenshot shows the MidAmerica login page. At the top left is the MidAmerica logo, consisting of a blue globe icon and the text "MidAmerica" in blue and red. Below the logo is the heading "Welcome". Underneath is the section "Login to your account" which contains two input fields: "Username:" and "Password:". Below these fields is a grey "Login" button. Further down is the text "Can't login?" followed by a blue link "I forgot my password". At the bottom of the page is a light blue footer section containing a blue question mark icon, the heading "Questions?", and the text "Contact MidAmerica Administrative & Retirement Solutions at (855) 329-0095 or healthaccountservices@myMidAmerica.com". To the right of this text is the copyright notice: "© WEX Health, Inc. 2004-2019, ALL RIGHTS RESERVED Powered by WEX Health".

Understanding your homepage

Once you're logged in, everything you need to efficiently and effectively manage your benefits is found on the homepage. You will see a history of the reports and notifications with quick links to the latest versions.

You can also access the tabs across the top of the page, or the links at the bottom of the page for easy navigation.



The screenshot shows the MidAmerica Employer Portal homepage. At the top left is the MidAmerica logo. To its right, the user's login information is displayed: "Last Login Date: 10/10/2019 10:42:15 AM CDT" and "Last Login Source: Employer Portal". Further right, the user is identified as "Employer User" with a dropdown arrow and a "Logout" link. Below this is a navigation menu with tabs for "HOME", "REPORTS", "REQUESTS", "EMPLOYEES" (with a dropdown arrow), "PLANS", "RESOURCES", and "LINKS" (with a dropdown arrow). The main content area features a "Welcome, Employer" heading, followed by a large "Welcome to your employer portal!" message. To the right of this message is a photograph of two business professionals, a man and a woman, looking at a laptop. Below the welcome message is a brief introduction: "Welcome to your benefits administration solution. View your plan details, access reports, manage employee information, and more!". The "Recently Created Reports" section lists four reports with their creation dates and formats: "Account Balance Excel Report (10/10/2019)" (EXCEL), "AccountBalanceDetailEmployerReport (9/12/2019)" (EXCEL), "Employer Funding Notification (8/12/2019)" (PDF), and "Claims Reimbursement Notification (N/A)" (PDF). A "View All Reports" link is provided at the bottom of this section.

MidAmerica

Last Login Date: 10/10/2019 10:42:15 AM CDT
Last Login Source: Employer Portal

Employer User ▾ | [Logout](#)

[HOME](#) [REPORTS](#) [REQUESTS](#) [EMPLOYEES ▾](#) [PLANS](#) [RESOURCES](#) [LINKS ▾](#)

Welcome, Employer

Welcome to your employer portal!



Welcome to your benefits administration solution. View your plan details, access reports, manage employee information, and more!

Recently Created Reports

[Account Balance Excel Report \(10/10/2019\)](#)
Created: 10/10/2019 | Detail Report | EXCEL

[AccountBalanceDetailEmployerReport \(9/12/2019\)](#)
Created: 9/12/2019 | Detail Report | EXCEL

[Employer Funding Notification \(8/12/2019\)](#)
Created: 8/12/2019 | Detail Report | PDF

[Claims Reimbursement Notification \(N/A\)](#)
Created: 8/12/2019 | Detail Report | PDF

[View All Reports](#)

Reports and Notifications

- From the homepage, click the **Reports** tab
- You will then see a full listing of reports from which you can either view or run.



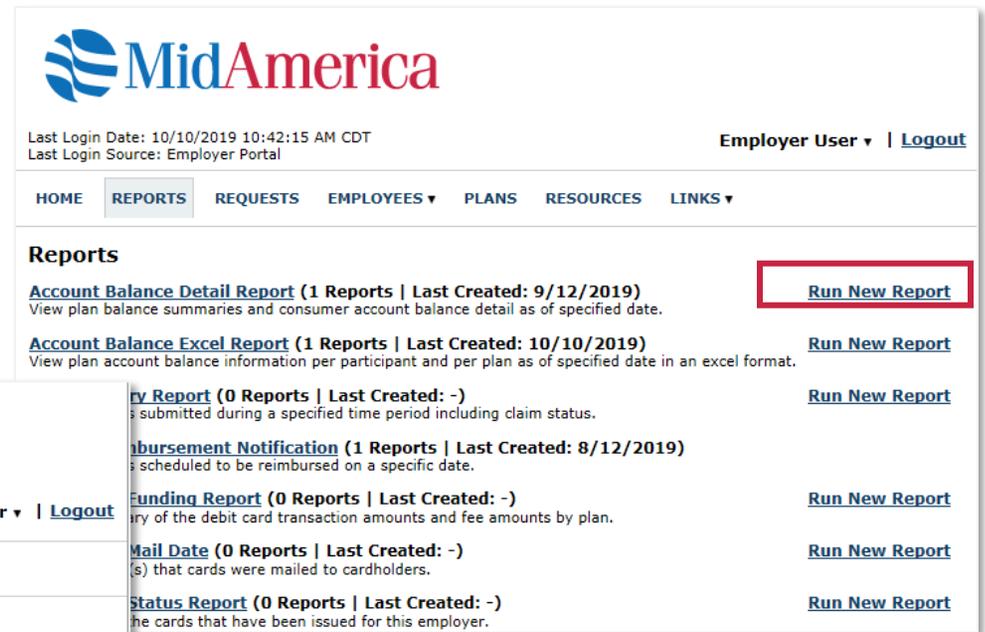
Viewing previously-run reports

- If you click on the report itself, you can view any previously-run report.
- From the next screen, simply select the report to begin automatic download.



Running new reports

- Select **Run New Report** beside the report you wish to generate.
- You will be prompted to enter additional details, which will vary depending on the report you have selected. Once complete, select Request to run your report.



MidAmerica

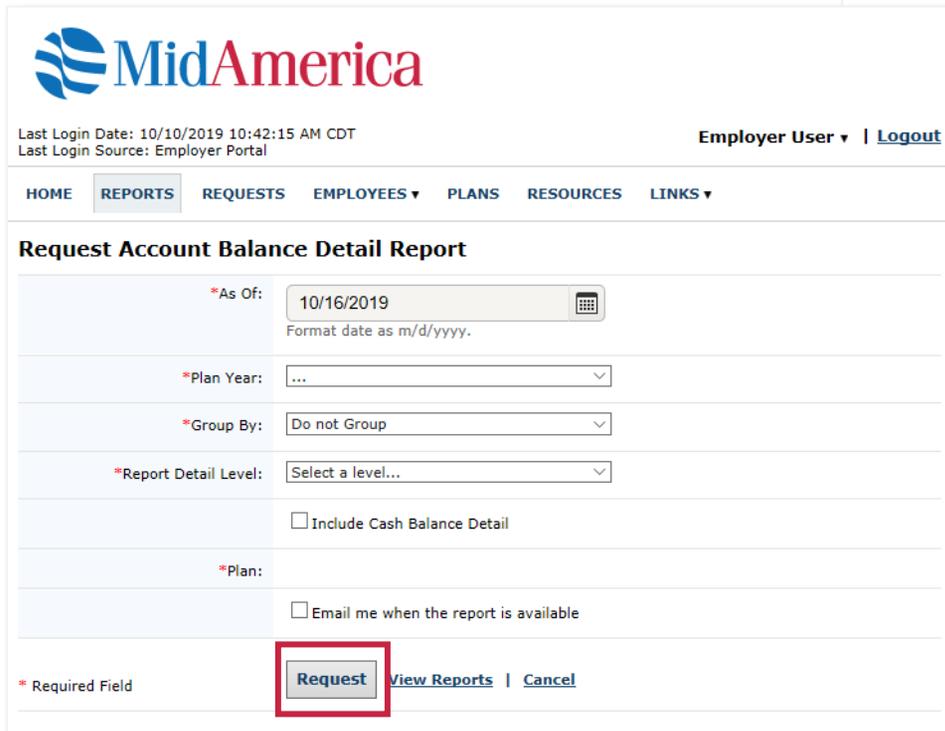
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Employer User ▾ | [Logout](#)

[HOME](#) [REPORTS](#) [REQUESTS](#) [EMPLOYEES ▾](#) [PLANS](#) [RESOURCES](#) [LINKS ▾](#)

Reports

Account Balance Detail Report (1 Reports Last Created: 9/12/2019) View plan balance summaries and consumer account balance detail as of specified date.	Run New Report
Account Balance Excel Report (1 Reports Last Created: 10/10/2019) View plan account balance information per participant and per plan as of specified date in an excel format.	Run New Report
Activity Report (0 Reports Last Created: -) is submitted during a specified time period including claim status.	Run New Report
Reimbursement Notification (1 Reports Last Created: 8/12/2019) is scheduled to be reimbursed on a specific date.	Run New Report
Funding Report (0 Reports Last Created: -) Summary of the debit card transaction amounts and fee amounts by plan.	Run New Report
Mail Date (0 Reports Last Created: -) (s) that cards were mailed to cardholders.	Run New Report
Status Report (0 Reports Last Created: -) The cards that have been issued for this employer.	Run New Report



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[HOME](#) [REPORTS](#) [REQUESTS](#) [EMPLOYEES ▾](#) [PLANS](#) [RESOURCES](#) [LINKS ▾](#)

Request Account Balance Detail Report

*As Of: 
Format date as m/d/yyyy.

*Plan Year:

*Group By:

*Report Detail Level:

Include Cash Balance Detail

*Plan:

Email me when the report is available

* Required Field [View Reports](#) | [Cancel](#)

Accessing Employee-Level Data

- Under the tab titled **Employees**, you can get data on all of your HRA and/or FSA participants.
- You can search for employees using first name, last name or employee identifier (defined ID or SSN).
- Once in the employee view, you can access the following information:
 - a. Account Summary (with account balances)
 - b. Enrollments
 - c. Claims
 - d. Payments
 - e. Status
 - f. Debit Card information

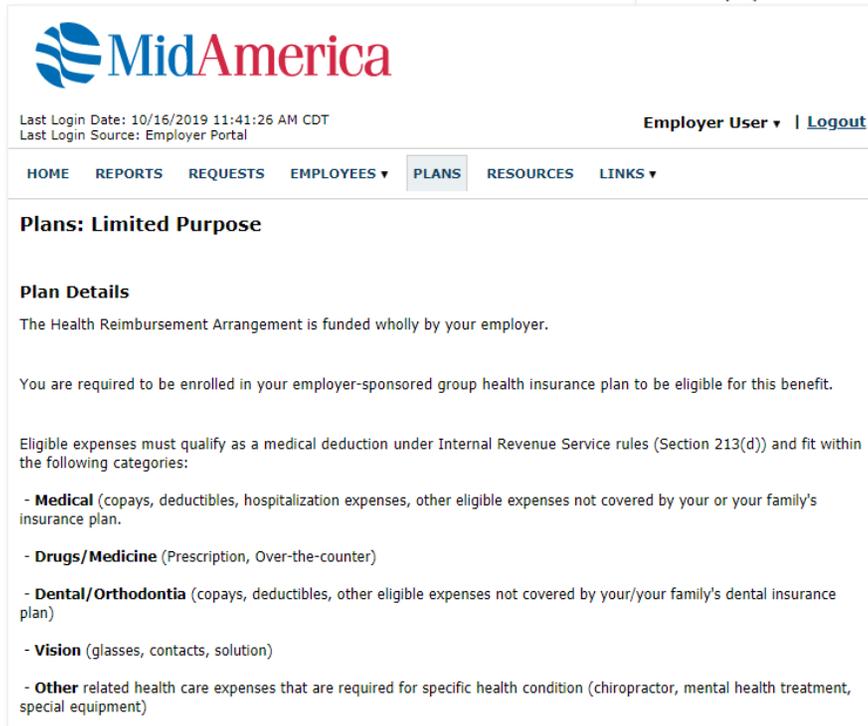
The screenshot displays the MidAmerica Employer Portal interface. At the top, the MidAmerica logo is visible on the left, and the user's login information, including the last login date (10/10/2019 10:42:15 AM CDT) and source (Employer Portal), is shown on the right. Below the login information, there is a navigation menu with tabs for HOME, REPORTS, REQUESTS, EMPLOYEES (which is currently selected), PLANS, RESOURCES, and LINKS. The main content area is divided into two sections: 'Reports' and 'Recently Viewed Employees'. The 'Reports' section lists several report types, each with a brief description and a 'View Report' link. The 'Recently Viewed Employees' section is currently empty. A search form is overlaid on the 'EMPLOYEES' tab, containing fields for Last Name, First Name, Employee Number, and Employee Status (with a dropdown menu set to 'Active'), and a 'Search' button. The search form is highlighted with a red border.

Accessing Plan Information

- Under the **Plans** tab, you will find options to view the same info as the employees for all active and inactive plans.
- Simply select the plan you would like to view.



The screenshot shows the MidAmerica portal interface. At the top left is the MidAmerica logo. Below it, the user's login information is displayed: "Last Login Date: 10/16/2019 11:41:26 AM CDT" and "Last Login Source: Employer Portal". On the right side, the user is identified as "Employer User" with a dropdown arrow and a "Logout" link. A navigation menu is located below the login information, containing links for "HOME", "REPORTS", "REQUESTS", "EMPLOYEES" (with a dropdown arrow), "PLANS" (highlighted with a red box), "RESOURCES", and "LINKS" (with a dropdown arrow).



The screenshot shows the "Plans: Limited Purpose" details page. At the top left is the MidAmerica logo. Below it, the user's login information is displayed: "Last Login Date: 10/16/2019 11:41:26 AM CDT" and "Last Login Source: Employer Portal". On the right side, the user is identified as "Employer User" with a dropdown arrow and a "Logout" link. A navigation menu is located below the login information, containing links for "HOME", "REPORTS", "REQUESTS", "EMPLOYEES" (with a dropdown arrow), "PLANS" (highlighted with a grey background), "RESOURCES", and "LINKS" (with a dropdown arrow). The main content area is titled "Plans: Limited Purpose" and includes a "Plan Details" section. The text states: "The Health Reimbursement Arrangement is funded wholly by your employer." and "You are required to be enrolled in your employer-sponsored group health insurance plan to be eligible for this benefit." Below this, it lists eligible expenses that must qualify as a medical deduction under Internal Revenue Service rules (Section 213(d)) and fit within the following categories:

- **Medical** (copays, deductibles, hospitalization expenses, other eligible expenses not covered by your or your family's insurance plan.
- **Drugs/Medicine** (Prescription, Over-the-counter)
- **Dental/Orthodontia** (copays, deductibles, other eligible expenses not covered by your/your family's dental insurance plan)
- **Vision** (glasses, contacts, solution)
- **Other** related health care expenses that are required for specific health condition (chiropractor, mental health treatment, special equipment)

- From the next page, you can view Information like:
 - Plan Summaries
 - Plan Details and Rules

Accessing Forms and Resources

1. Under the **Resources** tab.
2. In this section, you can download and print any forms needed.
3. You will also have access to any other documents or custom materials related to your plans in this tab.



The screenshot displays the MidAmerica Employer User portal interface. At the top left is the MidAmerica logo. Below the logo, the user's login information is shown: "Last Login Date: 10/16/2019 11:41:26 AM CDT" and "Last Login Source: Employer Portal". On the right side, the user is identified as "Employer User" with a dropdown arrow and a "Logout" link. A navigation menu contains the following items: HOME, REPORTS, REQUESTS, EMPLOYEES (with a dropdown arrow), PLANS, RESOURCES (highlighted with a red box), and LINKS (with a dropdown arrow). Below the navigation menu, the "Resources" section is titled, and three links are listed: [213d Eligible Expenses List](#), [Claim Form Instructions](#), and [Direct Deposit Authorization Form](#).