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).

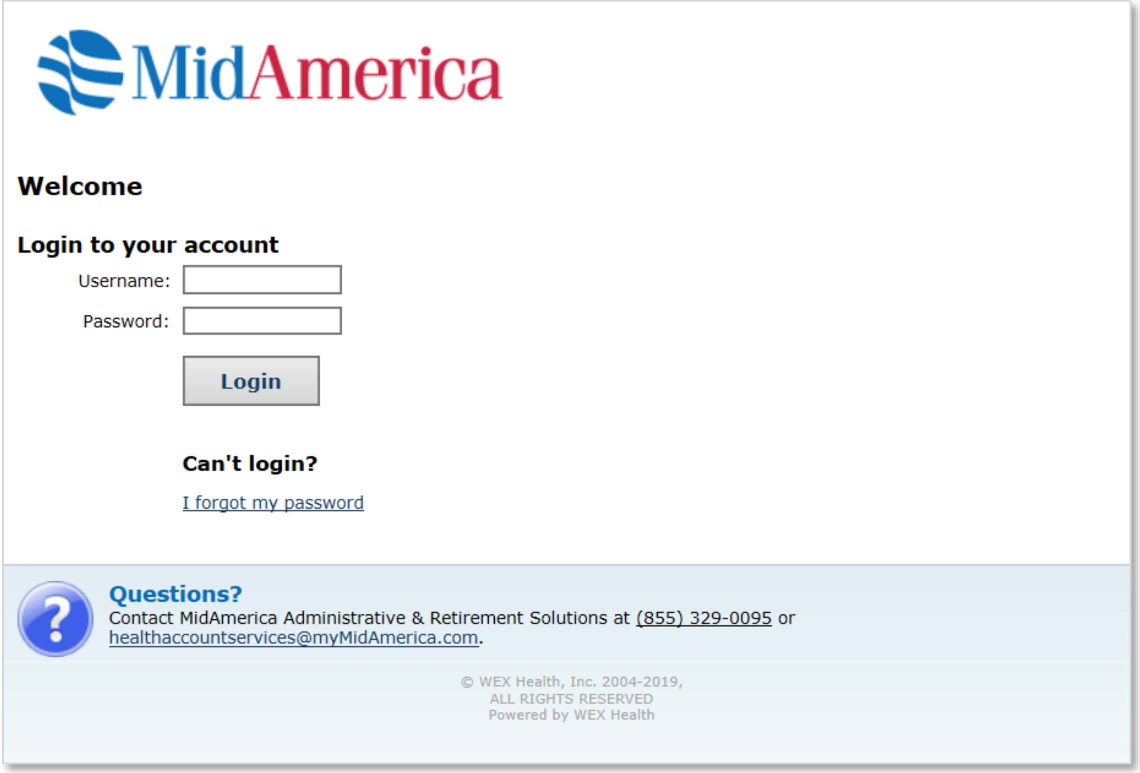
The Employer Portal is convenient and easy to use. Depending on your user role*, any-time access to the portal allows you to:

- 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.



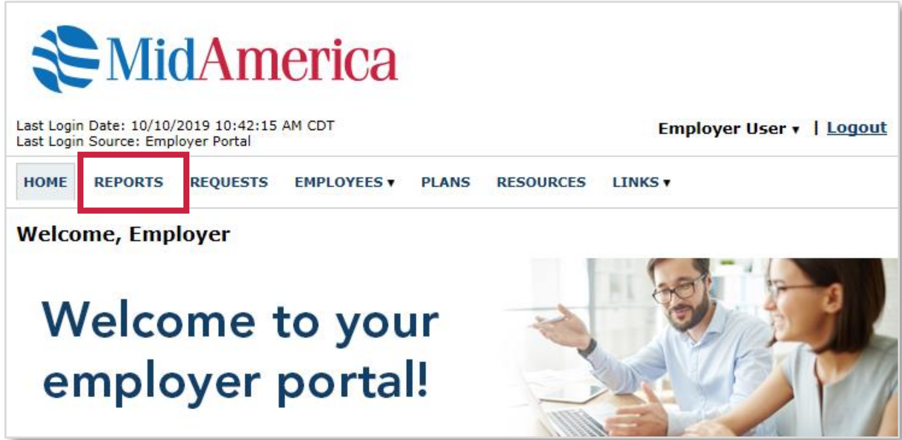
Understanding your homepage

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.

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.

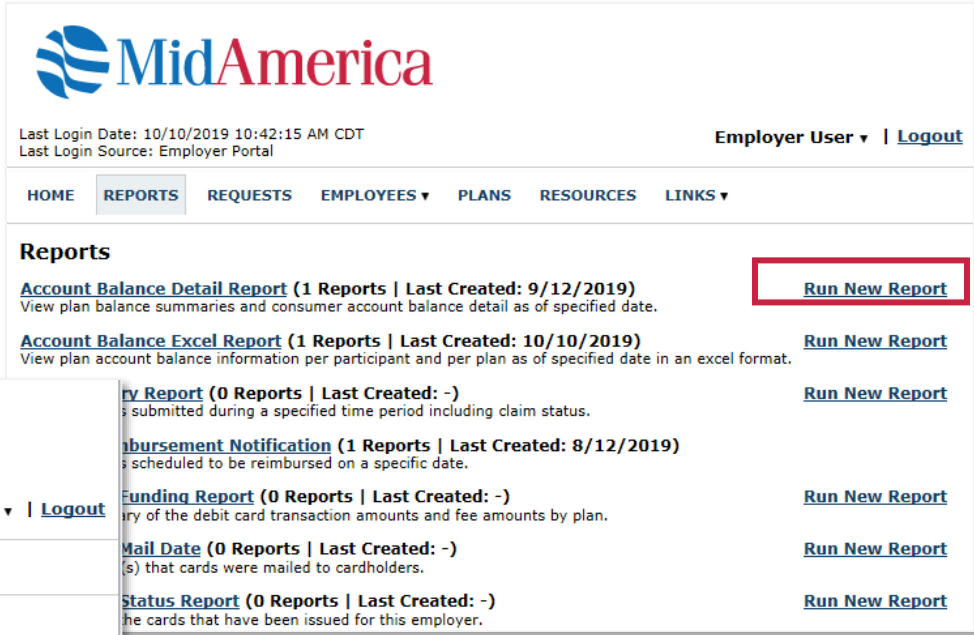


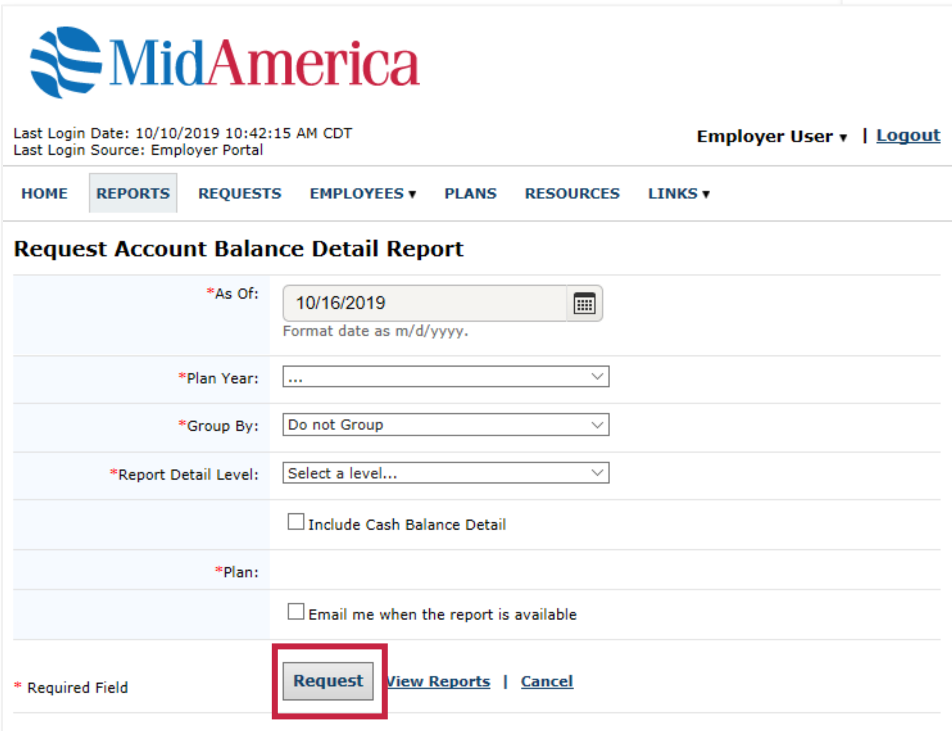
Viewing previously-run reports

- 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

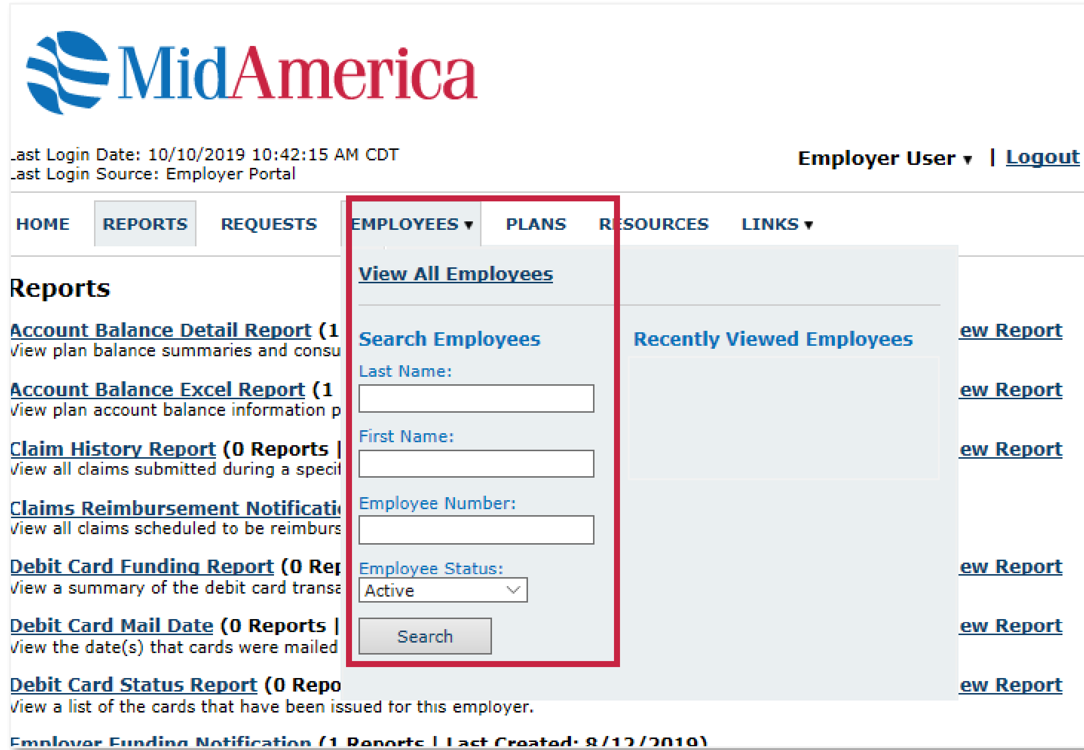
- Select **Run New Report** beside the report you wish to generate.
- You will be prompted to enter additional details, which will vary depending on the report you have selected. Once complete, select Request to run your report.





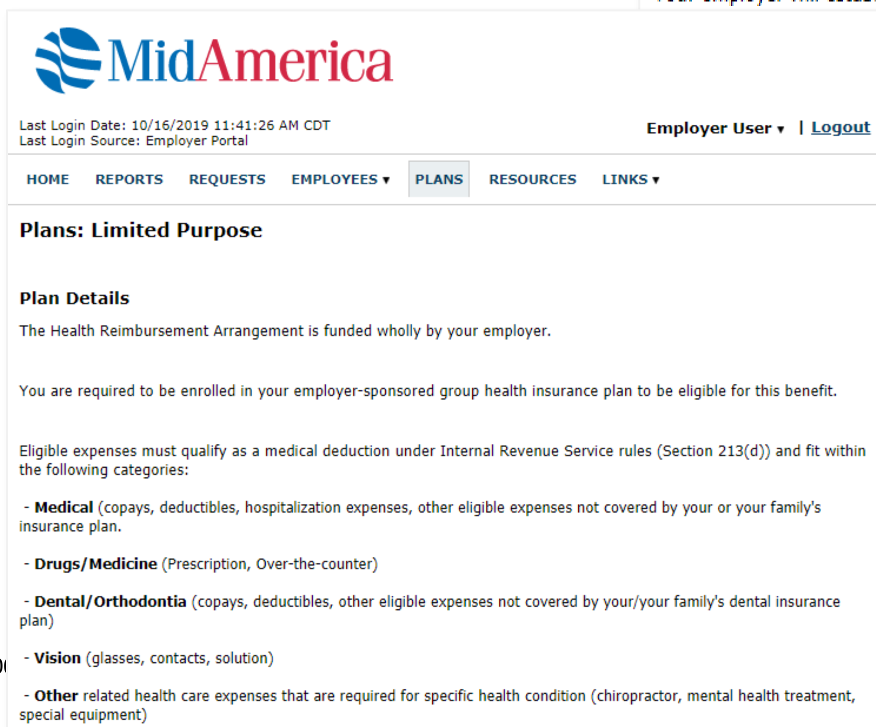
Accessing Employee-Level Data

- 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



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.



- 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.