



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.



Welcome


Login to your account

Username:

Password:

Can't login?

[I forgot my password](#)

 **Questions?**
Contact MidAmerica Administrative & Retirement Solutions at (855) 329-0095 or healthaccounts@myMidAmerica.com.

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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 displays the MidAmerica Employer User homepage. At the top, the MidAmerica logo is on the left, and the user's login information, "Last Login Date: 10/10/2019 10:42:15 AM CDT" and "Last Login Source: Employer Portal", is in the center. On the right, it says "Employer User" with a dropdown arrow and a "Logout" link. Below this is a navigation bar with tabs: HOME, REPORTS, REQUESTS, EMPLOYEES (with a dropdown arrow), PLANS, RESOURCES, and LINKS (with a dropdown arrow). The main content area starts with a "Welcome, Employer" heading, followed by a large "Welcome to your employer portal!" message. To the right of this text is a photograph of a man and a woman in business attire looking at a laptop. Below the welcome message, a paragraph states: "Welcome to your benefits administration solution. View your plan details, access reports, manage employee information, and more!". This is followed by a section titled "Recently Created Reports" which lists four reports: "Account Balance Excel Report (10/10/2019)", "AccountBalanceDetailEmployerReport (9/12/2019)", "Employer Funding Notification (8/12/2019)", and "Claims Reimbursement Notification (N/A)". Each report entry includes its creation date and available formats (EXCEL or PDF). At the bottom of this section is a "View All Reports" link.

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](#)

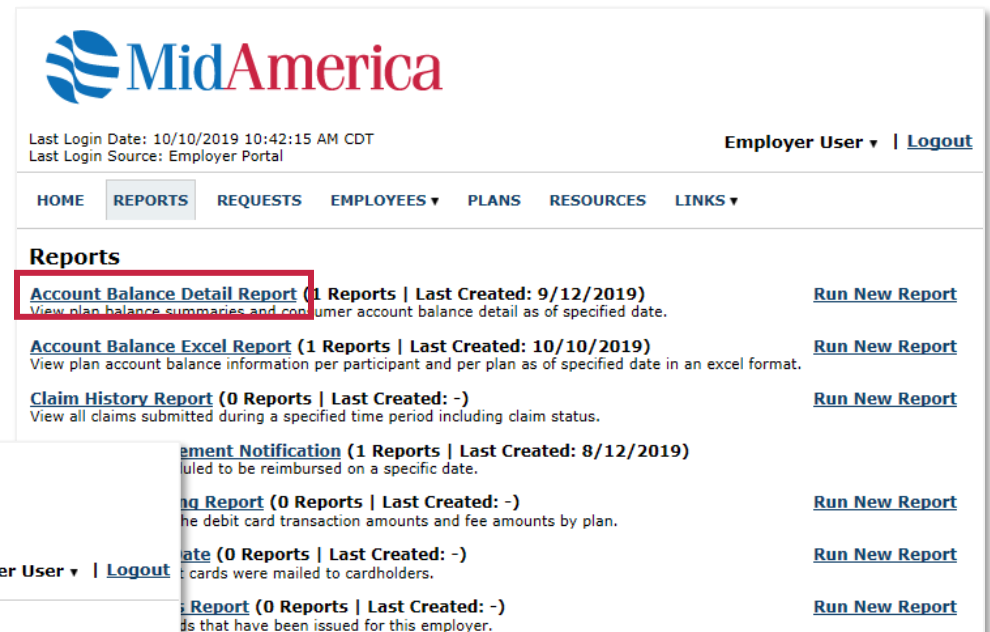
Reports and Notifications

- 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.




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 ▼](#)

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

Request [View Reports](#) | [Cancel](#)



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 ▼](#)

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
Annuity 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: -) history 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

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 on the left, and the user's login information, "Last Login Date: 10/10/2019 10:42:15 AM CDT" and "Last Login Source: Employer Portal", is in the center. On the right, it says "Employer User" with a dropdown arrow and a "Logout" link. Below this is a navigation bar with tabs: HOME, REPORTS, REQUESTS, EMPLOYEES (selected), PLANS, RESOURCES, and LINKS. The main content area is divided into two columns. The left column, titled "Reports", lists several report types with their counts and brief descriptions: "Account Balance Detail Report (1)", "Account Balance Excel Report (1)", "Claim History Report (0 Reports)", "Claims Reimbursement Notification", "Debit Card Funding Report (0 Reports)", "Debit Card Mail Date (0 Reports)", and "Debit Card Status Report (0 Reports)". The right column, titled "Recently Viewed Employees", is currently empty. A red rectangular box highlights the "Search Employees" section, which includes input fields for "Last Name:", "First Name:", and "Employee Number:", a dropdown for "Employee Status:" (set to "Active"), and a "Search" button. To the right of the search box, there are links for "ew Report" next to each report type in the left column.

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 Employer Portal interface. At the top, the MidAmerica logo is displayed. Below the logo, the user's last login date and source are shown: "Last Login Date: 10/16/2019 11:41:26 AM CDT" and "Last Login Source: Employer Portal". The user is logged in as "Employer User" and can click "Logout". The navigation menu includes "HOME", "REPORTS", "REQUESTS", "EMPLOYEES", "PLANS" (which is highlighted with a red box), "RESOURCES", and "LINKS". Below the navigation menu, the "Plans" section is visible, showing "Active Plans". The first plan listed is "Limited Purpose (7/17/2019 - 7/17/2099)" with a "Custom Text Here..." link. Below this, there is a description of the Health Reimbursement Account and a link to "Limited Purpose Premium (7/17/2019 - 7/17/2099)".

The screenshot shows the MidAmerica Employer Portal interface, specifically the "Plans: Limited Purpose" section. The navigation menu is the same as in the previous screenshot, but the "PLANS" tab is now selected. Below the navigation menu, the "Plans: Limited Purpose" section is visible. Under "Plan Details", it 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 the 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.

