MidAmerica **Journey**

Employer Portal Upgrade Overview Guide

Your journey begins here.

Welcome to **MidAmerica Journey**, your new upgraded 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.**

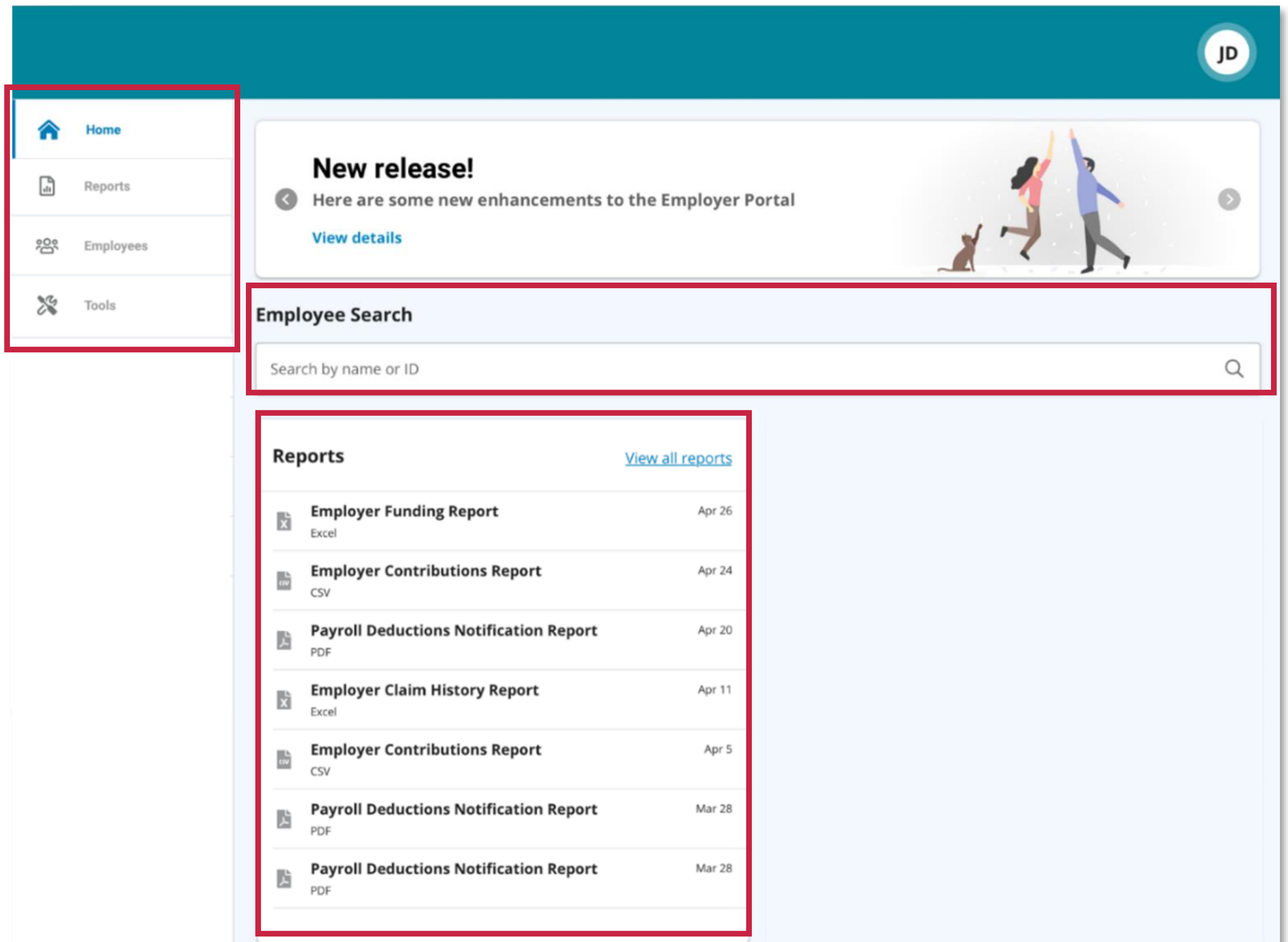
Understanding your new homepage

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 frequently-used functions from the left-hand navigation.

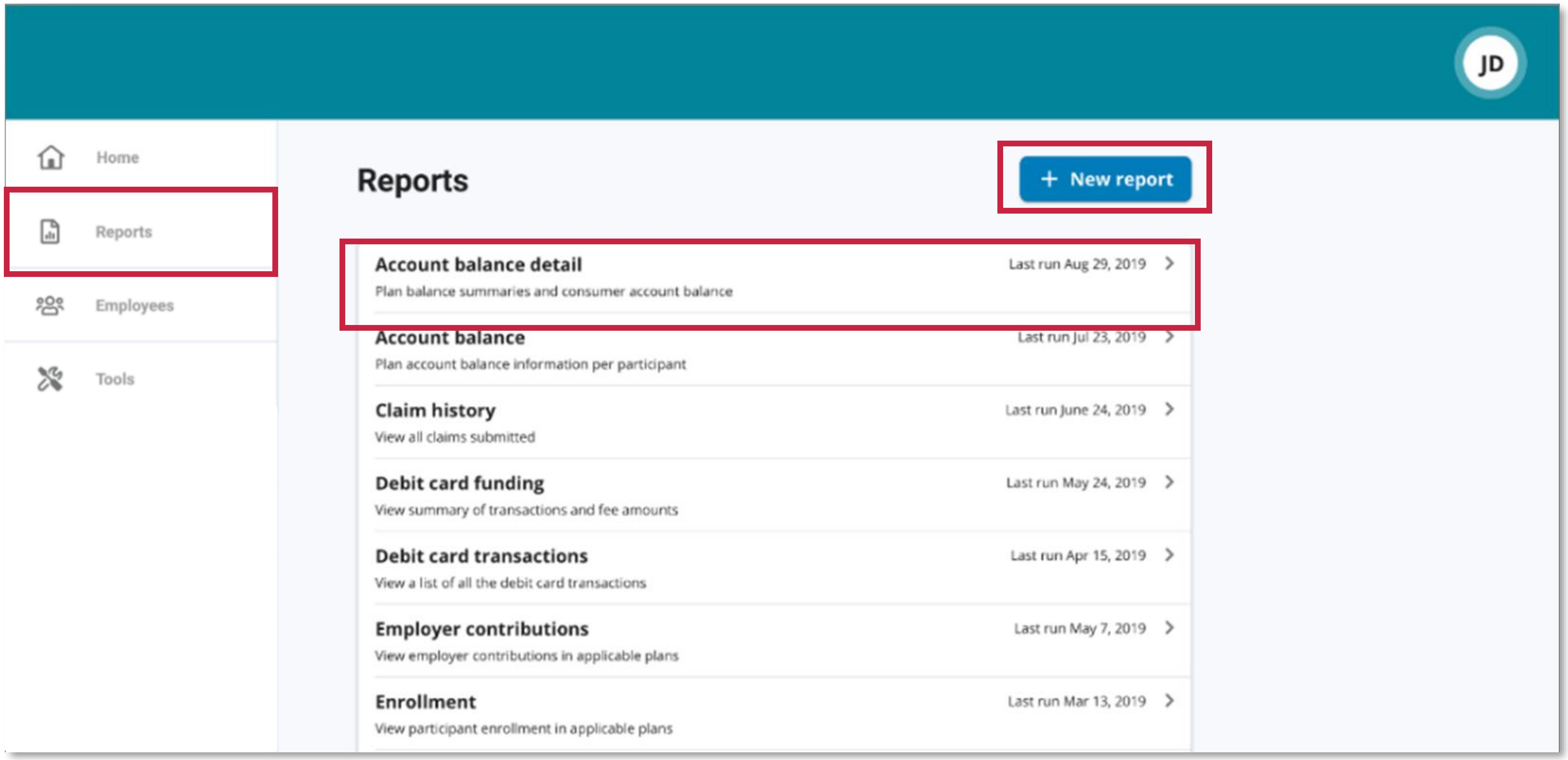
New homepage overview:

- Left-hand navigation bar
- Employee Search on main page
- List of recent reports



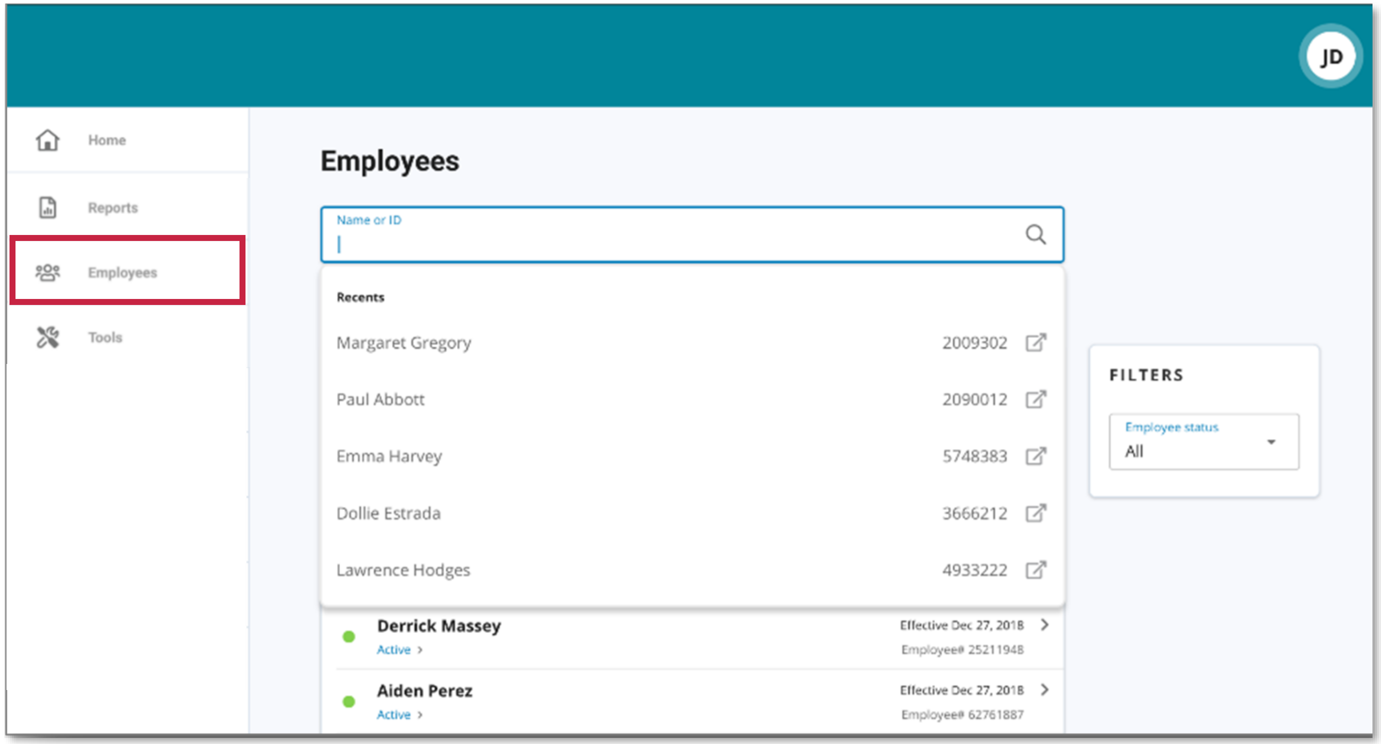
Updated Reports Page

- From the homepage, click the **Reports** tab
- You will then see a full listing of reports. Select the relevant report and it will automatically be displayed.
- To run a new report, select the **New report** button.



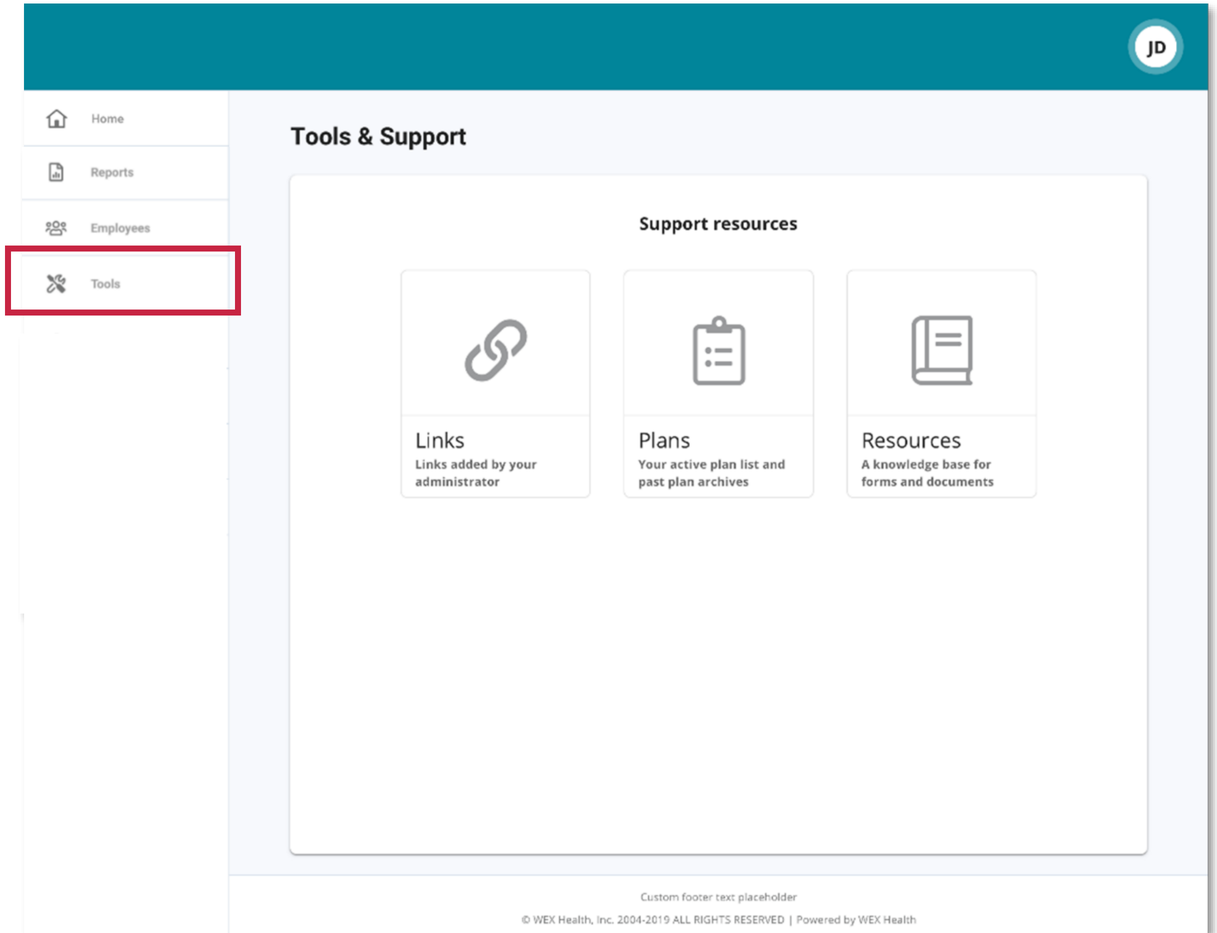
Accessing Employee-Level Data

- By selecting the **Employees** tab, you can get data on all of your HRA and/or FSA participants.
- You can also now conveniently search for employees from your homepage.
- 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



Forms, Resources and Plan Details Access

- You can now locate plan forms, plan details and any other resource within your **Tools** tab.
- Select **Resources** to view and download forms, custom materials and other documents.
- Select **Links** to access quick links to other helpful sites.
- Select **Plans** to view general information on your plan, such as plan summaries, plan details and rules.



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