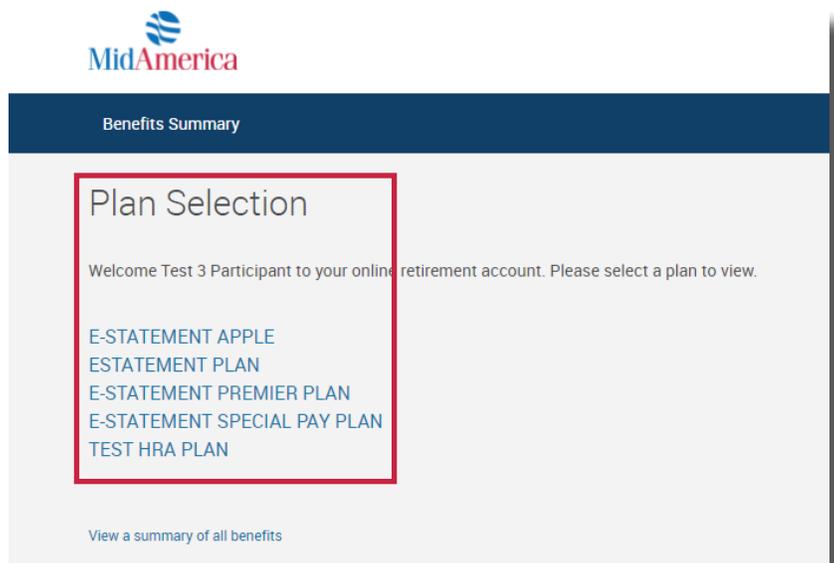# How to Generate Statements Online

You can generate statements online at any time for any date range within a plan year. You're able to generate an Itemized Statement, which gives you a detailed look at your account history for the specified period, or a standard ad-hoc statement of account, which will give you a snapshot of your account balance for a specified period.
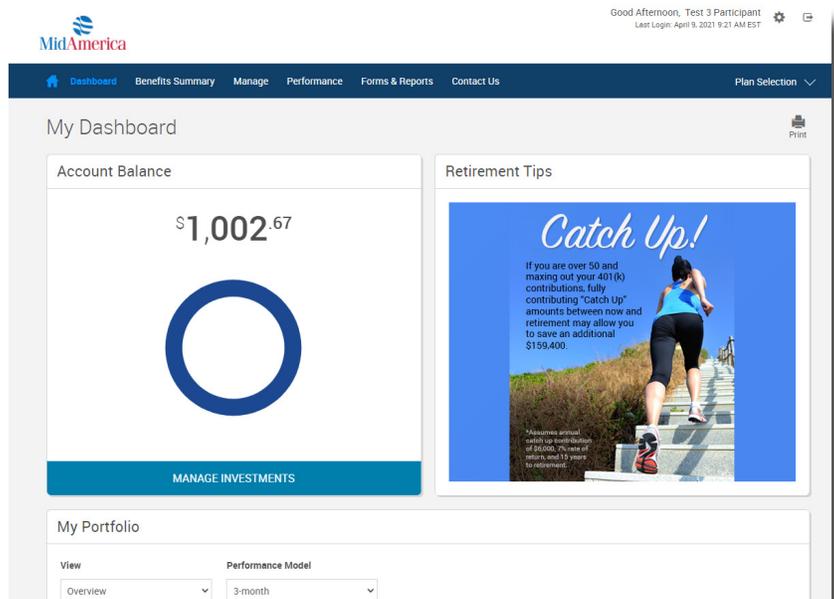
Let's get started.

Log into your account at **www.myMidAmerica.com***. If it's your first time accessing your plan online, use your Social Security number (SSN) as your username and the last four digits of your SSN as your password. Be sure to log in as a participant.

If you have multiple benefits through MidAmerica, you will first select the plan for which you would like to generate a statement.
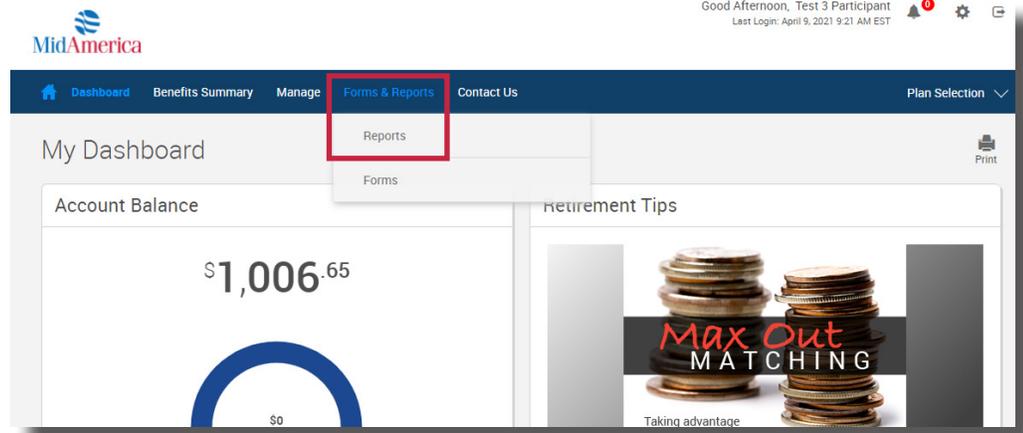

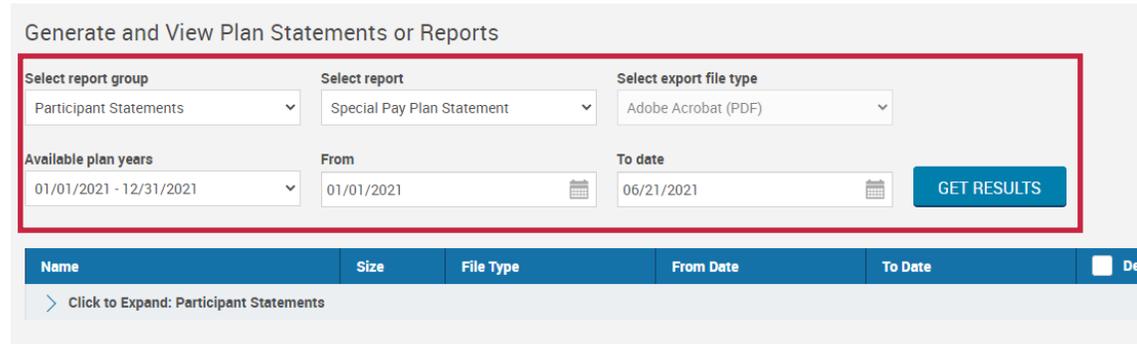*If you only have one benefit through MidAmerica*, you'll immediately see this page.

Note! If this is your very first time logging into your plan, you may initially see a prompt to *Edit Personal Information*. Simply complete or confirm the details within this area to proceed.

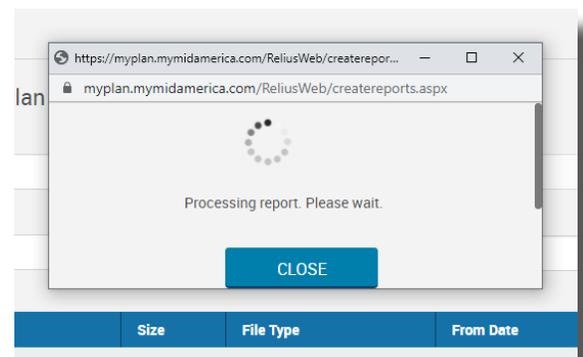Select **Reports** from the **Forms & Reports** dropdown menu.

Locate the **Create and View Plan Statements or Reports** area of the page. To generate a statement on-demand, do the following:
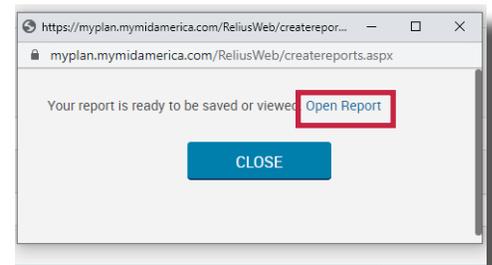

- Select **Participant Statements** from the **Select report group** dropdown

- Select either your **Plan Type Statement** (e.g., Special Pay Plan Statement if you have a Special Pay Plan) or **Itemized Statement** from the **Select report dropdown**

- Select the plan year for which you wish to generate the statement from the **Available plan years** dropdown

- Be sure to select a date range from within that plan year using the **From** and **To Date** fields

- Once complete, select **Get Results**

A small window will pop up to indicate your request is being processed. If you do not see this window, make sure your browser is allowing pop-ups from the MidAmerica site.

Once your statement has been generated, the pop-up window will allow you to open the report. If no data exists for the date range you entered, the pop-up window will display that message accordingly. Click **Open Report** to download your newly-generated statement.

You can also view any statement you have generated on-demand by expanding the *Participant Statements* section within the table located below. If you do not see the statement you just generated, refresh your browser.

Name	Size	File Type	From Date	To Date	Delete
⌄ **Click to Expand: Participant Statements**					
Kades Margolis statement	119kb	Adobe Acrobat	01/01/2021	06/21/2021	☐ Delete

If you have questions, call us at *(800) 430-7999* or email us at *accountservices@myMidAmerica.com*.

*If you have a Health Reimbursement Arrangement (HRA) that you access through the MidAmerica Journey website (www.myMidAmericaJourney.com), you would first log into your account through Journey and select **View Plan Activity** from your homepage. Please note that your HRA may not have E-Statement functionality enabled yet. When this enhancement becomes available for your HRA, we will notify you via your annual or quarterly statement as well as via email communications if we have an email address on file for you.

Note! If you have multiple benefits through MidAmerica, ad-hoc statement generation may not be available to all of your benefits right away. We are enabling E-Statements and ad-hoc statement functionality based on when you would normally receive your annual or quarterly statement. This means if you have multiple plans with MidAmerica, you may not have these capabilities for all of them at the same time (but you will eventually!). You'll receive a notice on your plan statement in addition to email reminders (if you have an email address on file) when E-statements and ad-hoc statement functionality have been enabled for your plan.