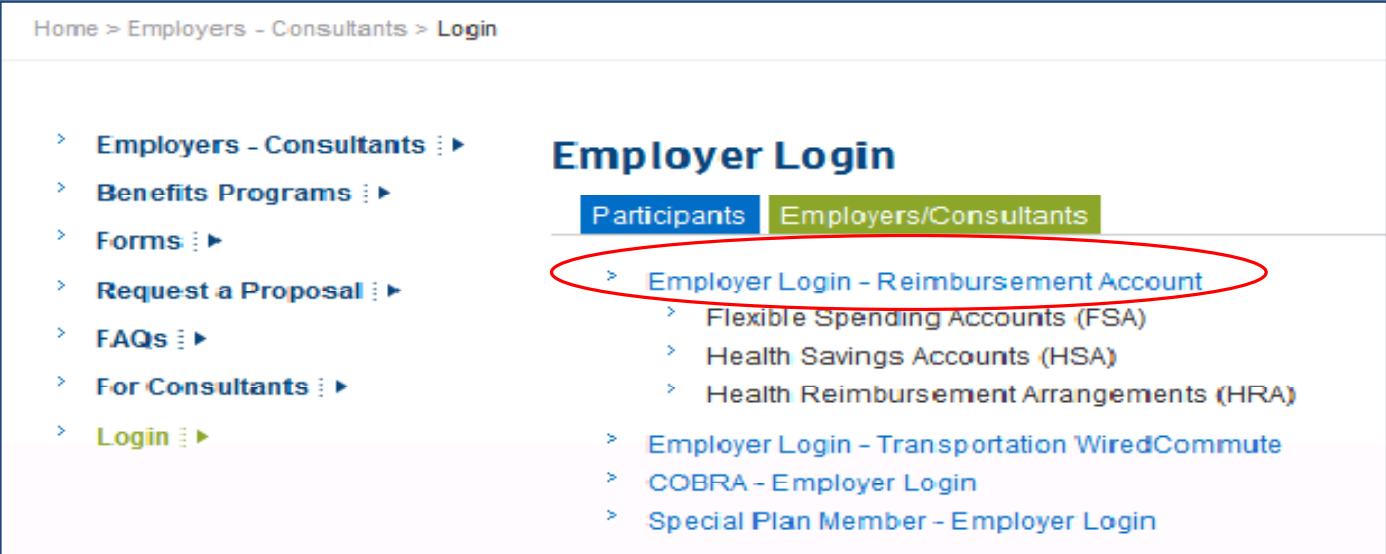


Employer Portal Guide

To access the Discovery Benefits Employer Portal: Open our website at www.discoverybenefits.com.

- Click the gray **Login** button in the upper right-hand corner of the screen.

Select the Employer Login – Reimbursement Account. Input your username and password.



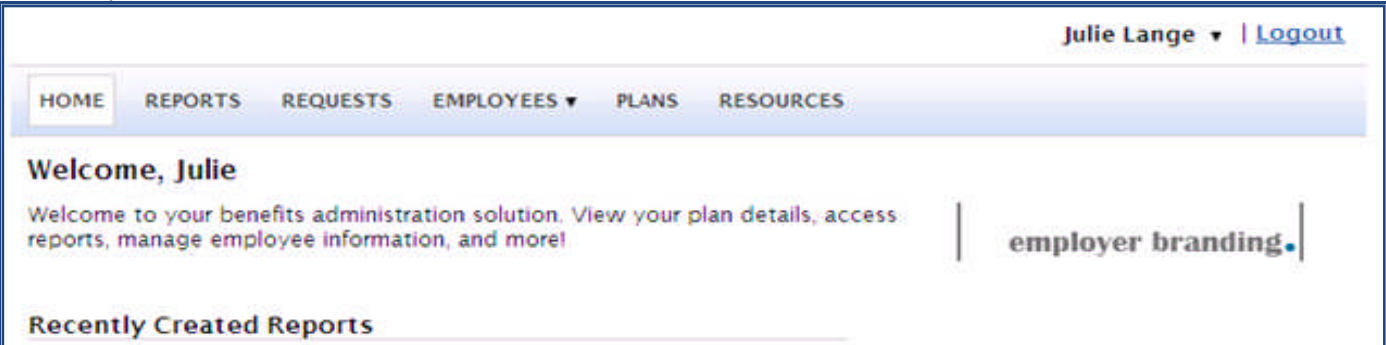
Home > Employers - Consultants > Login

Employer Login

Participants | **Employers/Consultants**

- > **Employer Login - Reimbursement Account**
 - > Flexible Spending Accounts (FSA)
 - > Health Savings Accounts (HSA)
 - > Health Reimbursement Arrangements (HRA)
- > Employer Login - Transportation WiredCommute
- > COBRA - Employer Login
- > Special Plan Member - Employer Login

Below is the screen you will see once you have successfully logged in. The Home tab will also reflect your most recently viewed reports:



Julie Lange ▾ | [Logout](#)

HOME | REPORTS | REQUESTS | EMPLOYEES ▾ | PLANS | RESOURCES

Welcome, Julie

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

Recently Created Reports

The Reports tab will navigate you to your reporting information detail as applicable to your plan(s).

Notice the third tab called Requests.



Use the Requests tab for the following:

Uploading an Enrollment/Changes File

Most efficient method for communicating changes

Request Type – select “Other.”

Participant Name – please skip this field.

Request Details – insert the effective date(s) of the changes and/or updates.

Attachment – select the Browse to locate the enrollment/changes file on your desktop.

Select Submit.

Uploading a Payroll File *(Please disregard if the plan design you have chosen does not require a payroll file)*

Request Type – select “Process a contribution file.”

Participant Name – please skip this field.

Request Details – insert the benefit deduction date.

Attachment – select the Browse to locate the payroll file on your desktop.

Select Submit.

- Providing and sending payroll files to Discovery Benefits is the employer’s responsibility. It is important that Discovery Benefits receives these files 2-4 days prior to every pay date. If we do not receive the files, we cannot post deductions to participants accounts, which can negatively effect reimbursement for participants.

Communicating Changes/Updates

Missing information will delay processing

Request Type – please select the choice that relates the most to your change/update.

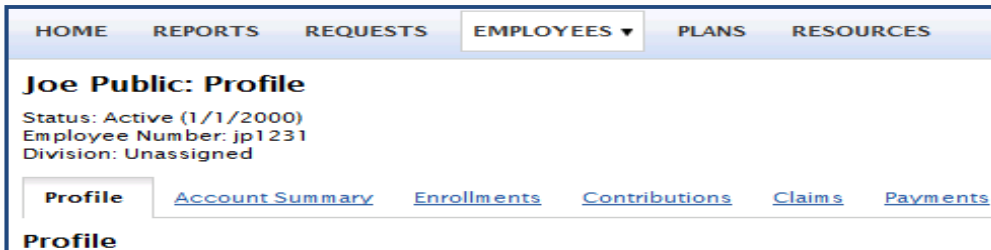
Participant Name – please skip this field or select the participant you are requesting the change for.

Request Details – insert the general information you are requesting and include the effective date of this change/update.

Attachment – select the Browse to locate the necessary form on your desktop.

Select Submit.

The next tab labeled Employees offers enhanced viewing to navigate through a specific participant's account.



HOME REPORTS REQUESTS **EMPLOYEES ▼** PLANS RESOURCES

Joe Public: Profile
Status: Active (1/1/2000)
Employee Number: jp1231
Division: Unassigned

Profile [Account Summary](#) [Enrollments](#) [Contributions](#) [Claims](#) [Payments](#)

Profile

Options under a specific viewing of an employee's Profile:

Profile – provides the participant's demographics and dependent information.

Account Summary– provides the participant view of Active accounts and Previous accounts. Plan rules appear in a dialog box when Account links are selected.

Enrollments – displays Active and Previous account information, a Total Contributions column and a Payroll Deduction estimate.

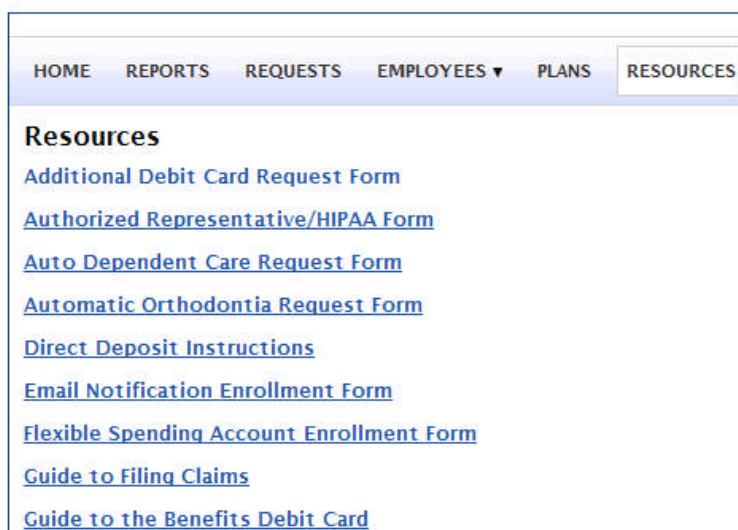
Contributions – provides scheduled payroll deductions and employer contributions. Allows functionality to filter by plan type Contribution type, and status (posted, scheduled, and cancelled).

Claims – provides participant claim detail and history.

Payments – provides participant payment history. Allows functionality to view extended details for repayments.

The Plans tab will navigate you an overview description of the varying plan types offered by the employer.

The Resources tab houses all forms that are applicable to the plan(s) offered by the employer. Simply select the appropriate form to download and print a full copy.



HOME REPORTS REQUESTS EMPLOYEES ▼ PLANS **RESOURCES**

Resources

- [Additional Debit Card Request Form](#)
- [Authorized Representative/HIPAA Form](#)
- [Auto Dependent Care Request Form](#)
- [Automatic Orthodontia Request Form](#)
- [Direct Deposit Instructions](#)
- [Email Notification Enrollment Form](#)
- [Flexible Spending Account Enrollment Form](#)
- [Guide to Filing Claims](#)
- [Guide to the Benefits Debit Card](#)