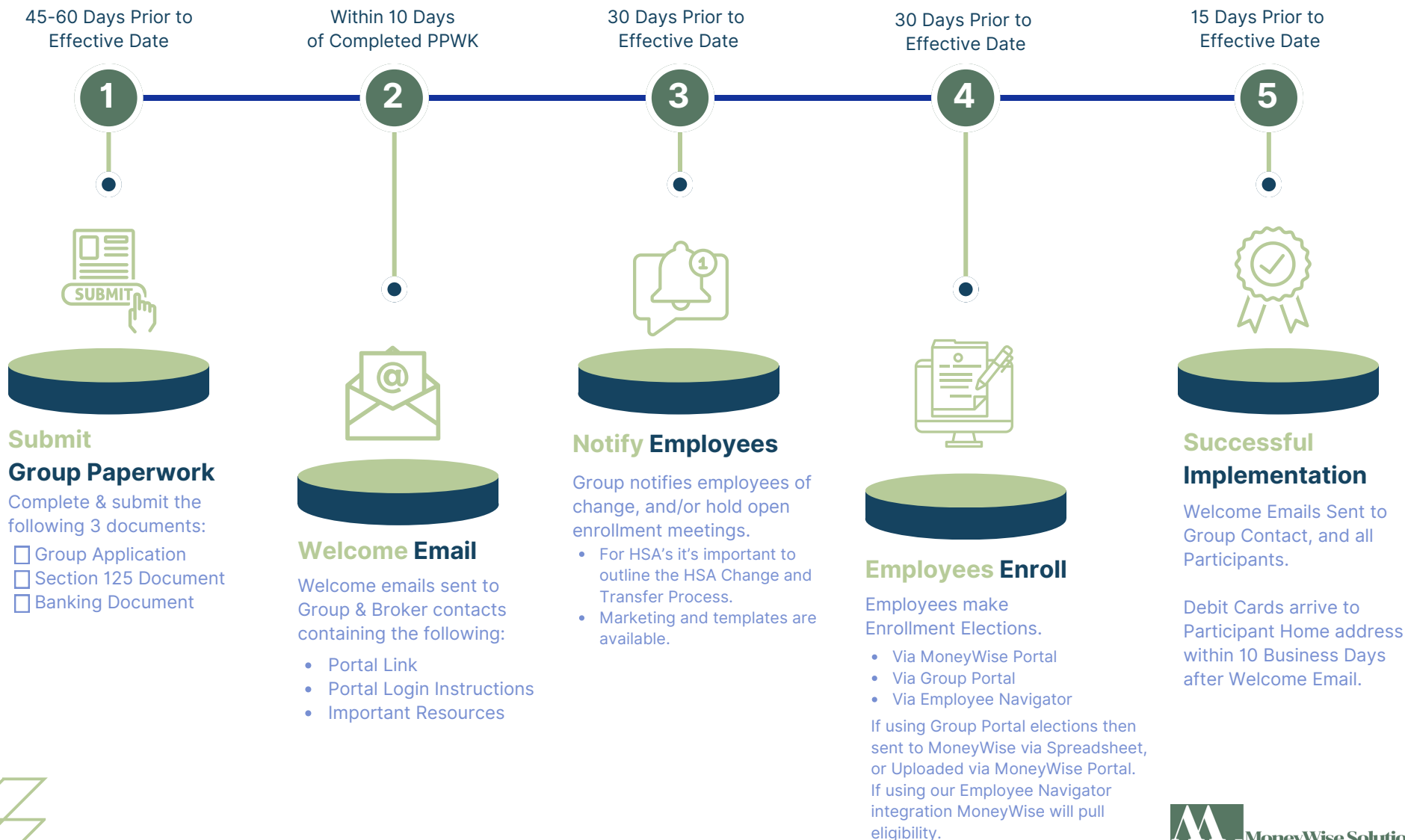


MoneyWise Solutions CDH Overview

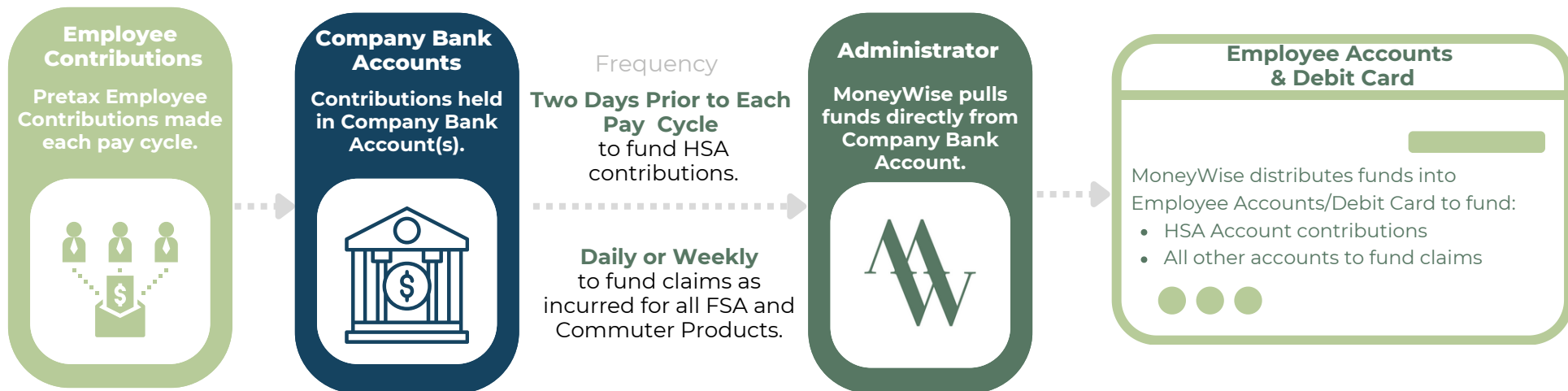
This guide will lead you through all the essentials for implementing CDH Spending Accounts with Moneywise. Let's begin by examining the steps for a successful implementation.



Funding for First Payroll and Beyond

After implementation, as we move closer to your Plan Effective Date and your First Payroll it's important to understand how funds move from payroll deductions to the employee's debit cards. MoneyWise Solutions uses a real-time funding model wherein the employer establishes a designated bank account to directly cover all claims, ensuring smooth and efficient fund management.

Below, you'll find a helpful diagram illustrating when and how funds are transferred during each pay period for each type of product.

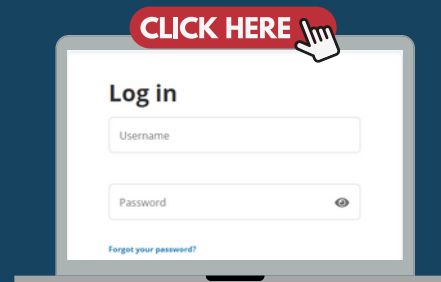


Important Funding Information

- ✓ You can utilize the Employer Portal to access real-time summaries of individual participant accounts, including balances, contributions, and payments
- ✓ Some employers establish a separate account for HSA distributions to maintain clarity and organization.
- ✓ To maintain seamless operations, it is advisable to pre-fund the bank account at 25% of contributions, ensuring availability of claims funds, but this is entirely up to the group's discretion.
- ✓ If the company is also contributing to the employees HSA Accounts you can decide to a lump sum at the start of the plan year, which will be available in the employees' accounts on the first pay date. Or it can be funded each pay period.

Activate your Online Account

Upon receiving your welcome email, you'll be provided with instructions and a link to activate your MoneyWise Portal. It's crucial to activate your account promptly upon receiving the link to prevent it from expiring.



Ongoing Participant Eligibility & Elections

We support various ways of receiving ongoing elections throughout the plan year.



MoneyWise Portal

You can enter or upload participants' elections via your Portal.



Spreadsheet

You can upload or email the enrollment using the MoneyWise Template.



Electronic Transfer

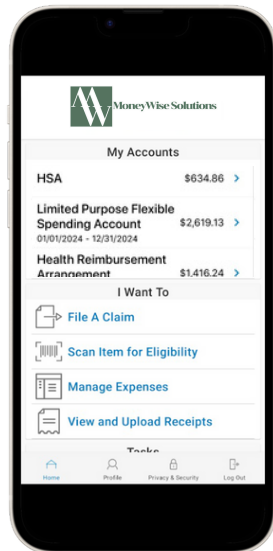
Set up a SFTP transfer from your Benefit Administrator.

It's vital to select an alternate enrollment method until the SFTP connection is completed.



Employee Navigator

MoneyWise will pull enrollments weekly from Employee Navigator.



MoneyWise Employee Mobile App

Reimburse Yourself or Pay a Doctor

Easily add payees and pay bills from any account. And, if employees pay out of pocket, they can file a claim with a receipt or request a distribution right from the phone.

View All Account Balances in Real Time

Quickly check balances and view all history.

Employee Funding Overview

The tax-free contributions that employees make will be available on their debit card, as well as in their member account based on the type of account, and we have provided an overview below. Employees can access their member account(s) through the online portal or mobile app.



Healthcare Flexible Spending Account

On the Plan Effective Date

The Employees entire annual elected amount is available as of the Plan Effective Date to start using. You then deduct their contribution amount (in equal portions) from employee paychecks throughout the plan year.



Parking & Transit Account

On Each Pay Cycle

Contributions will be available as they are deducted from their paycheck.



Dependent Care Flexible Spending Account

On Each Pay Cycle

Contributions will be available as they are deducted from their paycheck. Keep in mind they can only use these funds to pay for care that has already been received, therefore they may need to pay the provider upfront then get reimbursed with these funds after care has concluded.



Health Savings Account

On Each Pay Cycle

Contributions will be available as they are deducted from their paycheck.

Submit Expenses & Claims

Record expenses and scan receipts the moment the transaction happens.

Scan Items to Determine Eligibility

Determine which products are eligible by simply scanning the product barcode.


Notifying Employees of their HSA Transfer Options

Employees can choose to consolidate any current HSA account(s) into the new MoneyWise HSA Account. While it's advisable to do so to avoid confusion, it's entirely optional.

It's important to inform your employees about this option and guide them through the transfer process before open enrollment or upon hiring. During implementation, we'll furnish you with an email template detailing the transfer process and include a transfer form for employees to complete and return to us.

Participants will also receive transfer information in their Welcome Email, and all resources can also be found on the MoneyWise Website.

Complete Transfer Form then Upload on MoneyWise Website



The image shows a 'Health Savings Account Transfer Request Form'. It includes sections for 'Participant Information', 'Part 1: Current Account Information', 'Part 2: Transferring Account Information', and 'Part 3: Transfer Instructions'. The form is a standard document with various fields for personal and account details.



Within 4-6 weeks employees will receive notification the transfer is complete.

Employee Claim Reimbursement Overview FSA and Commuter Plans

The MoneyWise participant portal and mobile app allow participants to conveniently request reimbursement for any eligible expenses when they don't use their debit card. This ensures that participants receive reimbursement timely by:

- Scanning receipts with the Mobile App, or
- Uploading receipts directly through the Participant Portal.

MoneyWise will process all reimbursements based on the frequency determined by the employer, i.e. daily or weekly.

- Reimbursement checks are mailed directly to the employee if direct deposit is not set up.
- Employees who set up Direct Deposit will see reimbursements in their account one business day after processing.

Important Links & Resources



Secure Upload



MoneyWise Website



Resources



Employer Portal



What are Eligible FSA & HSA Expenses?



HSA List

FSA List



MoneyWise Solutions

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