

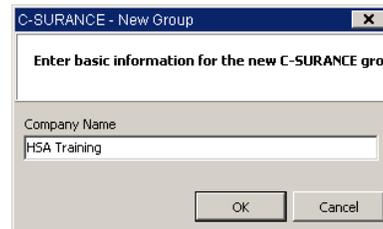
HSA documentation - pre-release v0.1

The reader of this documentation is assumed to have read the introduction material and has the login knowledge as well as sufficient information in regard with the administration control panel.

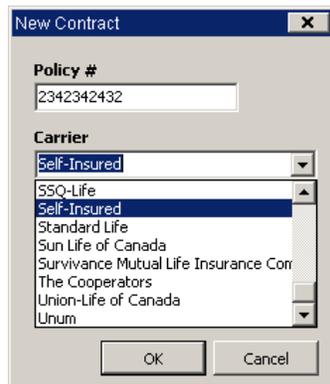
Once the administration control panel is open, the user can create a new account by clicking on the

 “New file” button

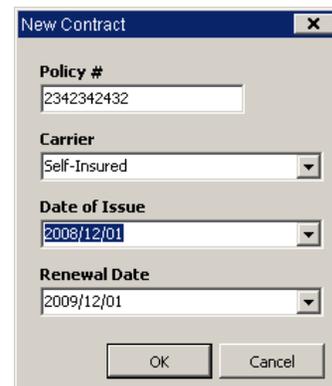
type in the company name...



... and then fill the information. The policy # should reflect the internal HSA contract #.



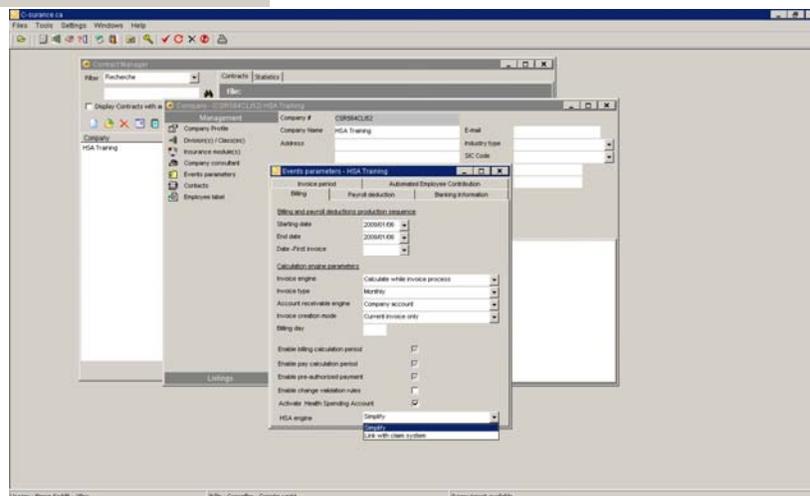
We suggest using the “Self-Insured” carrier option in situation where the HSA account is managed without a formal carrier.



Once the account is created, you can fill the company profile information and then access the

 Events parameters

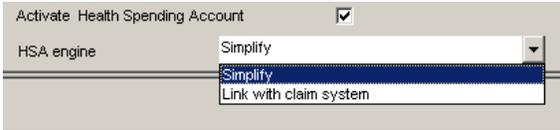
option.





Although many tabs are currently available to allow billing administrator to manage all their billing activities, HSA client will simply need to first access the billing option then

fill the last 2 questions:



Simply check the Activate HSA check box and select the HSA engine. Unless you are using the advance HSA version you should always click on the “Simplify” engine.

Once this is activated you need to leave this client account by clicking on the X on the upper right corner of the sponsor and then access the client again.



You will then see the new



option that will be available.

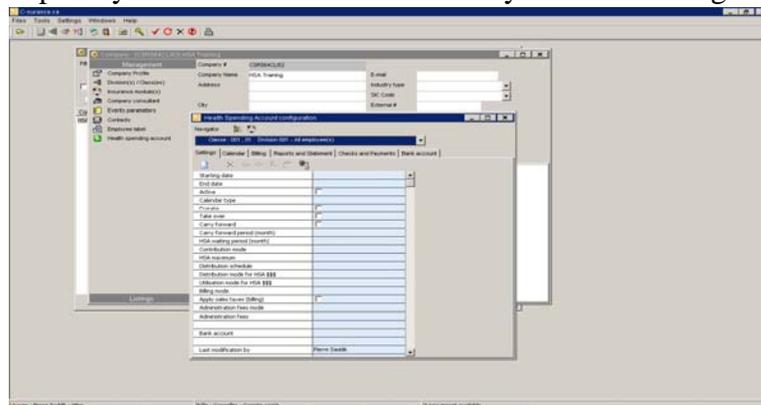
At this point we recommend that you create or add your list of employee.

Please review the general C-surance.ca documentation on how to create or import clientele listing from an excel spreadsheet.

A Quick presentation on how to import a demo list of employee is available at the end of this documentation.

HSA setting

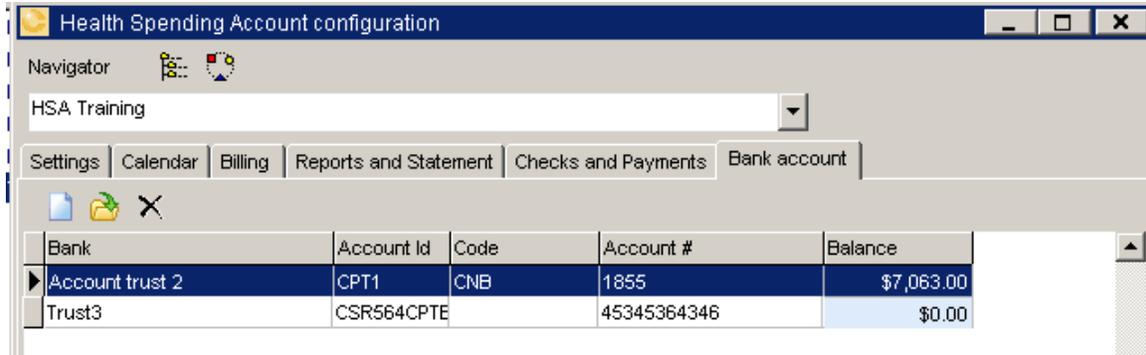
If you access this option you will now be able to create your HSA setting.



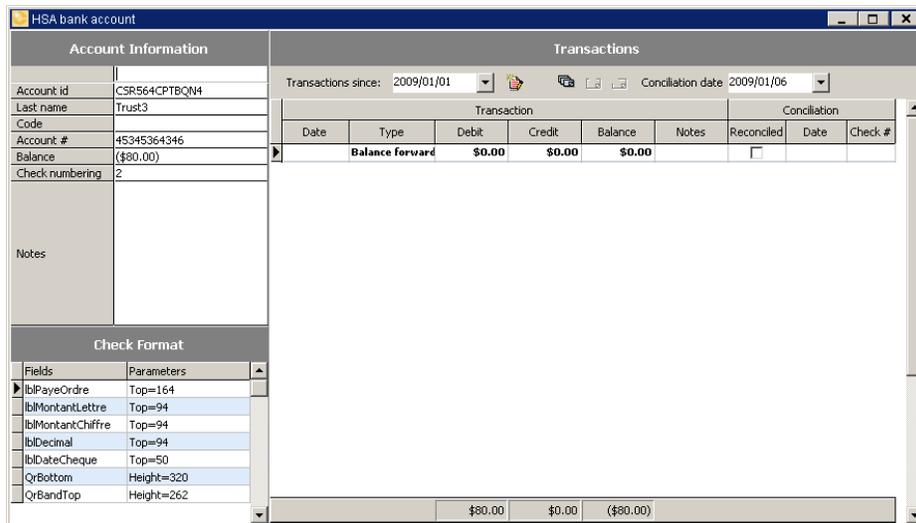
Set you bank account

If you have not yet done so, we suggest that you create your bank account(s), by selecting the “Bank account” tab, and then select to either create or open an existing account.

A default bank account should exist, that you could set up to your specific needs. We suggest you create a “Demo bank account” for your testing.



You can create as many bank accounts as needed and then assign each of your clients to the appropriate bank account.



When you open the bank account information you have 3 sections:

- Account information allows you to clearly identify the bank information. A dedicated note section allows you to keep important free format information on the account.

| Account Information | |
|---------------------|---------------|
| Account id | CSR564CPTBQN4 |
| Last name | Trust3 |
| Code | |
| Account # | 45345364346 |
| Balance | (\$80.00) |
| Check numbering | 2 |
| Notes | |

| Check Format | |
|-------------------|------------|
| Fields | Parameters |
| lblPayeOrdre | Top=164 |
| lblMontantLettre | Top=94 |
| lblMontantChiffre | Top=94 |
| lblDecimal | Top=94 |
| lblDateCheque | Top=50 |
| QrBottom | Height=320 |
| QrBandTop | Height=262 |

- The check format allows for aligning the important fields on you printed checks. The C-surance.ca staff will set up one configuration free of charge. You will need to send check samples to allow testing and configuration.

- The transaction section will allow for managing your bank information, deposit as well as do your bank conciliation.

| Transactions | | | | | | | | |
|--------------------------------|------------------------|-----------------|-------------------------------|-------------------|-------|-------------------------------------|------------|---------|
| Transactions since: 2009/01/01 | | | Cconciliation date 2009/01/06 | | | | | |
| Transaction | | | | | | Conciliation | | |
| Date | Type | Debit | Credit | Balance | Notes | Reconciled | Date | Check # |
| | Balance forward | \$482.00 | \$5,000.00 | \$4,518.00 | | <input type="checkbox"/> | | |
| 2009/01/06 | Transaction HSA | \$40.00 | \$0.00 | \$4,478.00 | | <input type="checkbox"/> | | 12 |
| 2009/01/06 | Billing HSA | \$0.00 | \$125.00 | \$4,603.00 | | <input type="checkbox"/> | | |
| 2009/01/06 | Transaction HSA | \$10.00 | \$0.00 | \$4,593.00 | | <input checked="" type="checkbox"/> | 2008/12/17 | 9 |
| 2009/01/08 | Transaction HSA | \$30.00 | \$0.00 | \$4,563.00 | | <input checked="" type="checkbox"/> | 2008/12/17 | 10 |
| 2009/01/21 | Transaction HSA | \$50.00 | \$0.00 | \$4,513.00 | | <input checked="" type="checkbox"/> | 2008/12/15 | 4 |

To activate the bank conciliation option you can select the  button and then

either approve or quit the conciliation.



Conciliation date 2009/01/06

When you do your conciliation make sure you set up your date properly before you approve it.

| Transactions | | | | | | | | |
|--------------------------------|-----------------|---------|-------------------------------|---------|-------|--------------------------|------|---------|
| Transactions since: 2009/01/01 | | | Cconciliation date 2009/01/06 | | | | | |
| Transaction | | | | | | Conciliation | | |
| Date | Type | Debit | Credit | Balance | Notes | Reconciled | Date | Check # |
| 2009/01/06 | Transaction HSA | \$40.00 | \$0.00 | | | <input type="checkbox"/> | | 12 |
| 2009/01/06 | Billing HSA | \$0.00 | \$125.00 | | | <input type="checkbox"/> | | |

You will then need to click on the  button to get the system to activate each event.

| Date | | Events | |
|------------|------------|--------------|-------------------------------------|
| Start | End | Action | State |
| 2009/01/01 | 2009/12/31 | New period | <input checked="" type="checkbox"/> |
| 2009/01/01 | 2009/01/31 | Distribution | <input checked="" type="checkbox"/> |
| 2009/02/01 | 2009/02/28 | Distribution | <input type="checkbox"/> |

The first time you set up your account, will need to do it twice as you need to activate:

- the new period
- then make the first month distribution.

You will need to click on the  button every month to get the system to activate each month.

If you have already created your you list of employees you can access the “Billing” tab to generate the billing.

| Settings Calendar Billing Reports and Statement Checks and Payments Bank account | | | | | | | | | |
|--|--------|--------------------------|-----------|-----------|----------|----------|-----------|-------|--|
| Period | | | Summary | | | | | | |
| Starting | Ending | Confirmed | Sub total | Ajustment | Adm fees | Fed. tax | Prov. tax | Total | |
| | | <input type="checkbox"/> | | | | | | | |

The billing is created automatically by simply clicking on  the button. The distribution is made into each employees HSA account.

You can review the billing information 

 will confirm payment is received and will automatically deposit the net amount into the bank account.

| Health Spending Account configuration | | | | | | | | | |
|--|------------|--------------------------|-----------|-----------|----------|----------|-----------|----------|--|
| Navigator | | | | | | | | | |
| HSA Training | | | | | | | | | |
| Settings Calendar Billing Reports and Statement Checks and Payments Bank account | | | | | | | | | |
| Period | | | Summary | | | | | | |
| Starting | Ending | Confirmed | Sub total | Ajustment | Adm fees | Fed. tax | Prov. tax | Total | |
| 2009/01/01 | 2009/01/31 | <input type="checkbox"/> | \$125.00 | \$0.00 | \$5.00 | \$6.50 | \$10.23 | \$146.73 | |

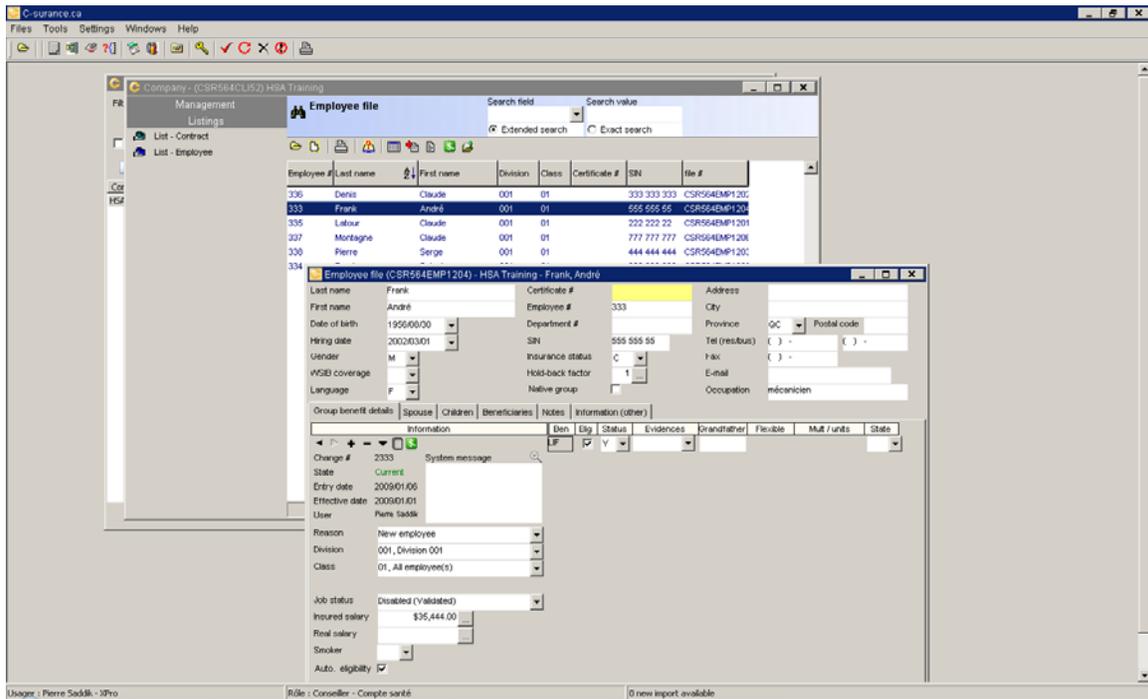
| Settings Calendar Billing Reports and Statement Checks and Payments B | | | | |
|---|------------|--------------|-------------------------------------|----------------|
| Date | | Events | | Invoice |
| Start | End | Action | State | Invoice No |
| 2009/01/01 | 2009/12/31 | New period | <input checked="" type="checkbox"/> | |
| 2009/01/01 | 2009/01/31 | Distribution | <input checked="" type="checkbox"/> | CSR564HSAFAC13 |

Once the billing is processes you will find the invoice number in the calendar section.

Recording HSA transactions

Once the HSA settings are done, you are ready to record transactions. To do so:

- access the employees by first selecting the
- click on
- Select your employee



- Click on the  button to access the employee personal HSA information.

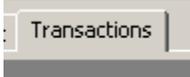
The screenshot shows the 'Health spending account - Claude Denis' window. It has two tabs: 'HSA statement' and 'Transactions'. The 'HSA statement' tab is active, displaying a table with the following data:

| HSA Period | | HSA | | | Take-Over | | | Carry Forward | | | |
|-------------------------------------|---------------|-------------|------------|--------|-----------|--------|--------|---------------|--------|--------|-----------|
| Active | Starting date | Ending date | Amount | Used | Available | Amount | Used | Available | Amount | Used | Available |
| <input checked="" type="checkbox"/> | 2009/01/01 | 2009/12/31 | \$1,500.00 | \$0.00 | \$125.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Below the table, there is a section titled 'Period information by distribution frequency' with the following data:

| | |
|-------------------------|------------|
| Starting date | 2009/01/01 |
| End date | 2009/01/31 |
| HSA Amount | \$125.00 |
| HSA Used | \$0.00 |
| HSA Available | \$125.00 |
| Take-Over Amount | \$0.00 |
| Take-Over Used | \$0.00 |
| Take-Over Available | \$0.00 |
| Carry Forward Amount | \$0.00 |
| Carry Forward Used | \$0.00 |
| Carry Forward Available | \$0.00 |

The HSA statement provide with general overview information. The bottom section provides a detailed financial breakdown for each distribution period.

- Select the  tab

Health spending account - Claude Denis

HSA statement Transactions

HSA transactions

| Transaction | | | Claim | | | | Health spending account | | | | Total claim |
|-------------|--------------|---------|----------|--------------|--------------|-----------|-------------------------|-----------|---------------|-------|-------------|
| Date claim | Date process | Benefit | Batch ID | Sub batch ID | Claim Amount | Plan pays | HSA | Take Over | Carry Forward | Total | Total |
| 2009/01/06 | 2009/01/06 | 3 | | 0 | \$50.00 | \$10.00 | \$40.00 | \$0.00 | \$0.00 | 40 | \$50.00 |

The transaction section provides the details of each individual transaction.

- Click on the button  to register your transaction.

- Fill the transactions information

HSA transaction - Claude Denis

Transaction date: 2009/01/06

Date claim: 2009/01/06

Benefit: DEP

Claim amount: \$50.00

Plan pays: \$10.00

HSA % taxable: 25.00

Claim Description: details....|

Results

Process

- Click  to process the transaction.

HSA transaction - Claude Denis

Transaction date: 2009/01/06

Date claim: 2009/01/06

Benefit: DEP

Claim amount: \$50.00

Plan pays: \$10.00

HSA % taxable: 25.00

Claim Description: details....

Results

```

NOGARANTIE=3
MONTANTRECLAMATION=50
PLAMONTANT=10
HSA MONTANT=40
TOMONTANT=0
CFMONTANT=0
TOTAL=50
IDHSACONFIG=CSR564HSACFG6
IDHSACPT=CSR564HSACPT505
IDLLOT=
IDSOUSLOT=0
CODETRANS=1
NOCLIENT=CSR564CLIS2
IDHSAFACTURE=
TOTALHSA=40
TOTALIMPOSABLE=10
IDCOMPTE=CPT1
IDCOMPTEOP=CSR564CPTBQN0000000019
NOCHEQUE=0
CONCILIATIONDONE=F
DESCRIPTION=details....
DATECHEQUE=
Transaction OK

```

Close

The displayed Results information is mostly for C-surance.ca internal information. This information should soon be replaced by simplified info dedicated to the user.

The only important information to the user is currently to get the message at the bottom.

Transaction OK

You can then review both the “Transaction” and the “HSA Statement” tabs to see that each transaction was properly processed and displayed for future reference.

The screenshot shows a software window titled "Health spending account - Claude Denis". It has two tabs: "HSA statement" and "Transactions". The "HSA statement" tab is active, displaying a table for "HSA Period" and a section for "Period information by distribution frequency".

| HSA Period | | HSA | | | Take-Over | | | Carry Forward | | | |
|-------------------------------------|---------------|-------------|------------|---------|-----------|--------|--------|---------------|--------|--------|-----------|
| Active | Starting date | Ending date | Amount | Used | Available | Amount | Used | Available | Amount | Used | Available |
| <input checked="" type="checkbox"/> | 2009/01/01 | 2009/12/31 | \$1,500.00 | \$40.00 | \$85.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| Period information by distribution frequency | |
|--|------------|
| Starting date | 2009/01/01 |
| End date | 2009/01/31 |
| HSA Amount | \$125.00 |
| HSA Used | \$40.00 |
| HSA Available | \$85.00 |
| Take-Over Amount | \$0.00 |
| Take-Over Used | \$0.00 |
| Take-Over Available | \$0.00 |
| Carry forward Amount | \$0.00 |
| Carry forward Used | \$0.00 |
| Carry forward Available | \$0.00 |

Cutting checks

Once your transactions are registered, you simply need to the checks to be printed.

To do so:

- access the  Health spending account through the  Management

The screenshot shows a software window titled "Health Spending Account configuration". It has a "Navigator" dropdown menu set to "HSA Training". Below the navigator are tabs for "Settings", "Calendar", "Billing", "Reports and Statement", "Checks and Payments", and "Bank account". The "Checks and Payments" tab is active, showing a "Bank account" dropdown set to "Compte 1" and a "Transactions since" dropdown. Below this is a section for "Pending checks" with a table.

| Employee | | HSA | | Payment | | |
|----------|---------|--------------|---------|---------|------------|--------------------------|
| Name | Surname | Process date | Total | Check # | Check date | Conciliated |
| Pierre | Serge | 2008/12/17 | \$80.00 | 11 | 2008/12/17 | <input type="checkbox"/> |

- Select the “Check and Payment” tab
- Click on  to display all outstanding checks

Bank account Transactions since

Checks to issue

| Employee | | HSA | | Payment | | |
|-----------|---------|--------------|---------|---------|------------|--------------------------|
| Name | Surname | Process date | Total | Check # | Check date | Conciliated |
| Tendresse | Sylvain | 2009/01/06 | \$45.00 | 0 | | <input type="checkbox"/> |

- Select  to issue checks.

The system will automatically print all the pending checks and assign each of them check #.

Remember that the system will be displaying the information based on the bank account selected.

You can review your check as :   

- all
- pending
- reconciled

Quick overview about importing Demo employee files:

Import a demo list of employees

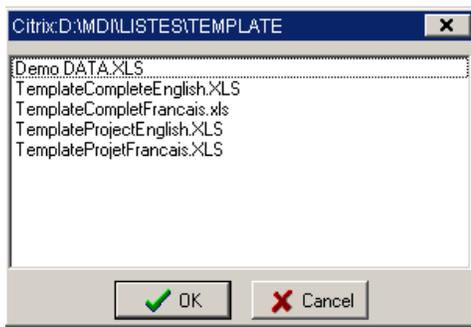
Multiple options are available to allow user to create or import employee list. For the benefit of this tutorial, we will import a “demo list of employee” that is available on line. We invite you to read the general C-surance.ca documentation to learn in detail the various available options.

To do so:

- Access the  List - Employee option through the  selection.



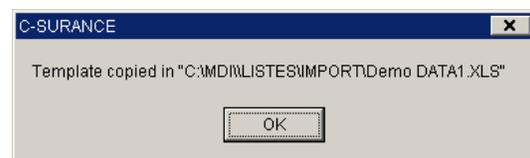
- Select the  button to allow import of external templates



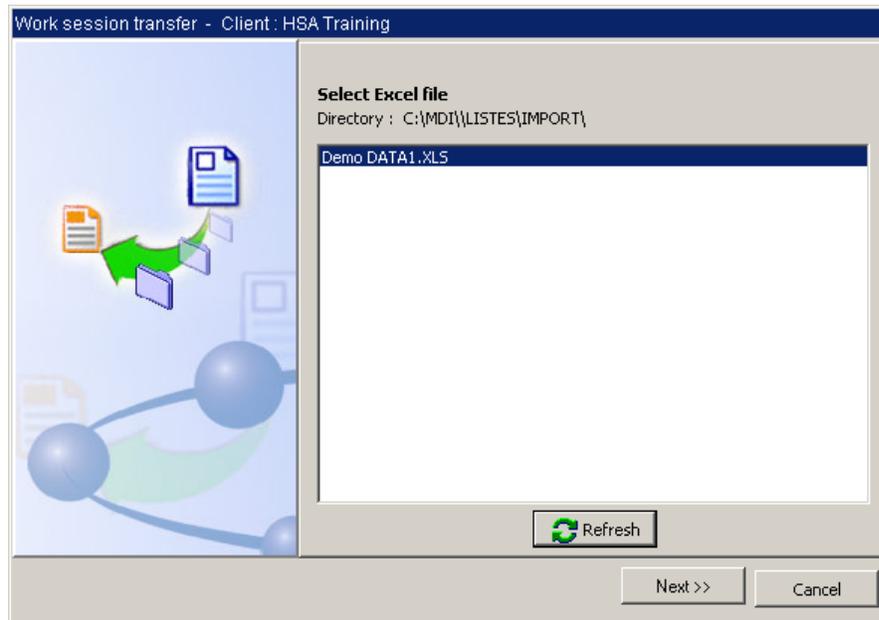
- 2 are English
- 2 are French
- 1 is DemoDATA

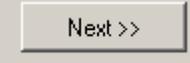
- Select DemoDATA.xls then click on OK

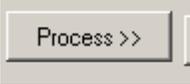
The system will indicate the location of the imported file on your hard drive.

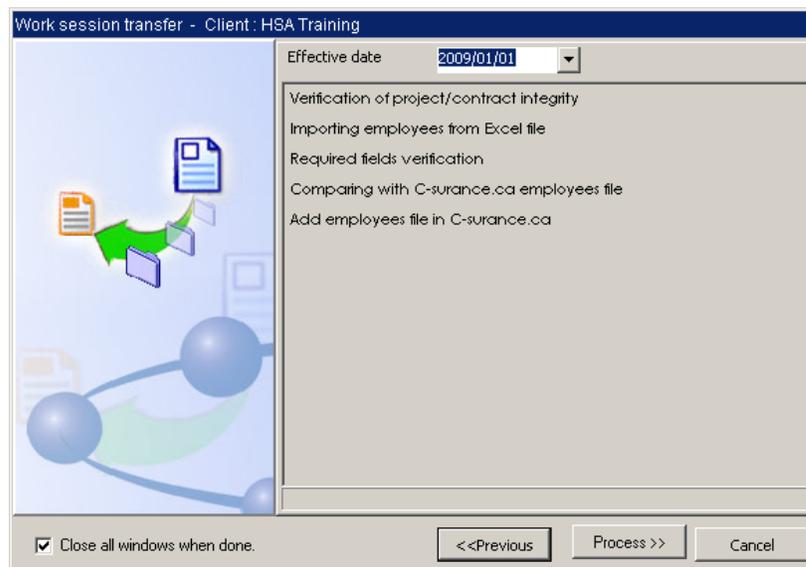


- Click the  button to allow import external files (selected in your import directory on your hard drive)

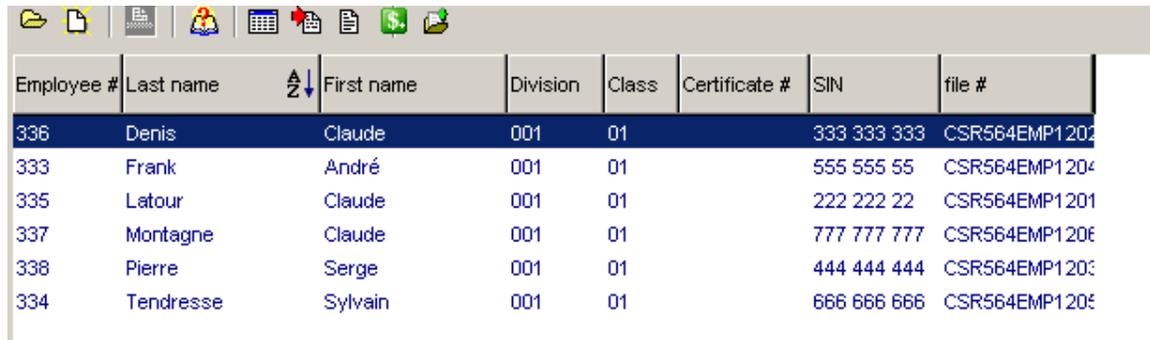


- Select the needed file and click on 

- Review the **Effective date** to insure that import will be effective prior to HSA contract activities then click on 



- Once completed you will see the list of employees and will be able to access them



| Employee # | Last name | First name | Division | Class | Certificate # | SIN | file # |
|------------|-----------|------------|----------|-------|---------------|-------------|---------------|
| 336 | Denis | Claude | 001 | 01 | | 333 333 333 | CSR564EMP1202 |
| 333 | Frank | André | 001 | 01 | | 555 555 55 | CSR564EMP1204 |
| 335 | Latour | Claude | 001 | 01 | | 222 222 22 | CSR564EMP1201 |
| 337 | Montagne | Claude | 001 | 01 | | 777 777 777 | CSR564EMP1206 |
| 338 | Pierre | Serge | 001 | 01 | | 444 444 444 | CSR564EMP1203 |
| 334 | Tendresse | Sylvain | 001 | 01 | | 666 666 666 | CSR564EMP1205 |