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

C-SURANCE - New Gro	up 🔀
Enter basic informati	on for the new C-SURANCE grou
Company Name	
HSA Training	
	OK Cancel

type in the company name...

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

New Contract 🛛 🗙
Policy #
2342342432
Carrier
Self-Insured
SSQ-Life
Standard Life
Survivance Mutual Life Insurance Con
Union-Life of Canada
OK Cancel

8

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

New Contract	×
Policy #	
2342342432]
Carrier	
Self-Insured	-
Date of Issue	
2008/12/01	-
Renewal Date	
2009/12/01	-
ОК	Cancel

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

- 140H 54 34	VCX0 A	
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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 SHEER

Health spending account

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.

📔 Health Spending Account co	onfiguration					_ □	X
Navigator 🏗 🌄							
HSA Training				-			
Settings Calendar Billing Rep	orts and State	ment Checks a	nd Payments	Bank accou	unit		
🗋 🚵 🗙							
Bank	Account Id	Code	Account #		Balance		
Account trust 2	CPT1	CNB	1855		\$7,063.00		
Trust3	CSR564CPTE		45345364346		\$0.00		

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

- III X												
Accou	nt Information					Tran	sactions					
Account id	CSR564CPTBQN4		Transactions since: 2009/01/01 💽 🏠 📾 🔝 🖃 Conciliation date 2009/01/06 💌					•				
Last name	Trust3				Transac	tion:				onciliation		
Code			Date	Type	Debit	Credit	Balance	Notes	Reconciled	Date	Check #	
Account #	45345364346			Balance forward	\$0.00	\$0.00	\$0.00					
Balance	(\$80.00)	19		Durance for ware	<i>\$0.00</i>	\$0.00	\$0.00					
Notes	eck Format											
Fields	Parameters 🔺	1										
▶ IblPayeOrdre	Top=164											
blMontantLettre	Top=94											
blMontantChiffre	Top=94											
IblDecimal	Top=94											
IblDateCheque	Top=50											
QrBottom	Height=320											
QrBandTop	Height=262	-										
	•				\$80.00	\$0.00	(\$80.00)					-

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					

Parameters
Top=164
Top=94
Top=94
Top=94
Top=50
Height=320
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 🛛 🏠 🕼 🕼 🕞 Conciliation date 2009/01/06 🗨								
	Transaction Conciliation								
	Date	Туре	Debit	Credit	Balance	Notes	Reconciled	Date	Check #
)		Balance forward	\$482.00	\$5,000.00	\$4,518.00				
	2009/01/06	Transaction HSA	\$40.00	\$0.00	\$4,478.00				12
	2009/01/06	Billing HSA	\$0.00	\$125.00	\$4,603.00				
	2009/01/06	Transaction HSA	\$10.00	\$0.00	\$4,593.00			2008/12/17	9
	2009/01/08	Transaction HSA	\$30.00	\$0.00	\$4,563.00		V	2008/12/17	10
	2009/01/21	Transaction HSA	\$50.00	\$0.00	\$4,513.00			2008/12/15	4

Set your sponsor

To do the sponsor setting: access the "Setting" tab and then select to create a new setting. You can create setting for the whole organisation, any division or class. Please refer to the general C-surance.ca documentation to review the inheritance structure.

Starting date	-				
End date					
Active					
Calendar type	Calendar year				
Prorata					
Take over					
Carry forward					
Carry forward period (month)	12				
HSA waiting period (month)					
Contribution mode	Fixed amount				
HSA maximum					
Distribution schedule	Monthly				
Distribution mode for HSA \$\$\$	When distributing				
Utilisation mode for HSA \$\$\$	First in first out				
Billing mode	HSA distributioin				
Apply sales taxes (billing)					
Administration fees mode					
Administration fees					
Bank account					

... you can then fill the remaining fields and review the default values to insure they are reflecting your client needs. Make sure you assign the proper bank account to your client.

As you will notice many fields will be activated as default...

/01
/31
r year
nount
0
stributing
irst out
tributioin
1

Once you have set up your client, we will need to:

- access the "Calendar" tab
- click on the button once to activate the button.
- click once on the button.

Settings	Calen	ndar	Billing	Reports and Statem	ent Che	cks and Payments	Ba
	>						
	Dat	e		Events		Invoice	
Start	Start		End	Action	State	Invoice No	

🏝 🙄 • Billing Reports and Statement Checks and Payments Bank account 🕅 🕨 End Invoice No 2009/01/01 2009/01/31 Distribution 2009/02/01 2009/02/28 Distribution 2009/03/01 2009/04/01 Distribution Distribution 2009/03/31 2009/04/30 2009/05/01 2009/05/31 Distribution manen 2009/06/30 Distributio 2009/07/01 2009/07/31 Distribution 2009/08/0 2009/08/31 Distribution 2009/09/30 Distribution 2009/09/0 2009/10/01 2009/10/31 Distribution 2009/11/01 2009/12/01 2009/11/30 2009/12/31 Distribution Distribution 2009/01/01 2009/12/31 Close period

The system will automatically create your distribution calendar for the selected setting period.

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

Da	te	Events								
Start	End	Action	State							
2009/01/01	2009/12/31	New period								
2009/01/01	2009/01/31	Distribution	◄							
2009/02/01	2009/02/28	Distribution								

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.

Set	ttings Calen	dar Billing	Reports and	d Statement	Statement Checks and Payments Bank account					
	🗅 🗙 🗹									
		Period				Sum	mary			
	Starting	Ending	Confirmed	Sub total	Ajustment	Adm fees	Fed.taxe	Prov. taxe	Total	

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.

è	Health Spe	nding Accou	nt configura	ation										
4	avigator 🖁	e 😲												
	ISA Training													
S	ettings Calen	dar Billing	Reports and	Statement	Checks and P	ayments B	ank account							
	🗋 🗙 🗹													
		Period				Sum	mary							
	Starting	Ending	Confirmed	Sub total	Ajustment	Adm fees	Fed. taxe	Prov. taxe	Total					
•	2009/01/01	2009/01/31		\$125.00	\$0.00	\$5.00	\$6.50	\$10.23	\$146.73					

Settings Cale	ndar Billing	Reports and Stateme	ent 🛛 Chei	cks and Payments E								
Da	ate	Events		Invoice								
Start	End	Action	State	Invoice No								
2009/01/01	2009/12/31	New period										
2009/01/01	2009/01/31	Distribution	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

	Listings
2	List - Employee

- Select your employee

C-surance.ca		- 8 X
Files Tools Settings Windows Help		
) ⊂	0 🖴	
		*
Company - (CSR564CU52) HSA	A Training Search field Search v	
Management Listings	A Employee file	
List - Contract	C Exec	tsearch
List - Employee	🗠 🖸 📇 🥼 💷 🀿 🗈 🚨 🖉	
	Employee # Last name 21 First name Division Class Certificate #	SN fie #
Ca	336 Denis Claude 001 01	333 333 333 CSR964EMP120
HD4	333 Frank André 001 01	555 555 55 CSR564BMP1204
	335 Latour Claude 001 01	222 222 22 CSR564EMP1201
	337 Montagne Claude 001 01 338 Pierre Serge 001 01	777 777 777 CSR564UMP1200 444 444 444 CSR574DMP1200
	Last page Each Cost 54504 EMP1 204) - Hox Training - Frank, Andre	
	Ensione André Ensione # 33	13 Ofv
	Date of bith 1956/00/00 - Department #	Province QC - Postal code
	Hiring date 2002/03/01 V SIN 55	15 555 55 Tel (res.tus) () · () ·
	Gender M V Insurance status C	→ Fax () +
	WSIB coverage Hold-back factor	1 E-nal
	Language F V Native group	Occupation mécanicien
	Oroup benefit details Spouse Children Beneficiaries Notes Information	(dfter)
	Information Den Elig Statu	as Evidences Grandfather Flexible Mult / units State
	Character 2333 System message	
	State Current	
	Entry date 2009/01/06	
	Effective date 2009/01/01	
	User Pere sadak	
	Photoson New employee	
	Class 01 All employee(s)	
	Job status Disabled (Validated)	
	Insured salary \$35,444.00	
	Real salary	
	Smoker	
	Auto. eligibility 🔽	
Usager : Pierre Saddik - XPro	Rôle : Conseiller - Compte santé	0 new import available

- Click on the information.

button to access the employee personal HSA

🗋 👝 🖆	22	a									
HSA statement Trans	actions										
HSA Period											
Period			HSA			Take-Over		c	arry Forwar	d	1
Active Starting date	Ending date	Amount	Used	Available	Amount	Used	Available	Amount	Used	Available	
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	
Period informatio	n by distri	bution fre	equency								
Period informatio	n by distri	bution fre	equency								
Period informatio	n by distri	bution fre	equency								
Period informatio Starting date End date	n by distri 2009/01/0 2009/01/3	bution fre	equency								
Period informatio Starting date End date	n by distri 2009/01/0 2009/01/3	bution fre	equency								
Period informatio Starting date End date HSA Amount	n by distri 2009/01/0 2009/01/3 \$12	bution fre	equency								•
Period informatio Starting date End date HSA Amount HSA Used	n by distri 2009/01/0 2009/01/3 \$12	bution fre	equency								2
Period informatio Starting date End date HSA Amount HSA Lysed HSA Avaidable	n by distri 2009/01/0 2009/01/3 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Amount HSA Used HSA Available	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Amount HSA Used HSA Available Take-Over Amount	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Amount HSA Used HSA Available Take-Over Amount Take-Over Amount	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Armount HSA Used HSA Available Take-Over Amount Take-Over Available	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Amount HSA Variable Take-Over Available Take-Over Used Take-Over Variable	n by distri 2009/01/0 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Arount HSA Used HSA Available Take-Over Amount Take-Over Available Carry forward Amount	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Amount HSA Used HSA Available HSA Available Take-Over Available Carry forward Naount Take-Over Available Carry forward Naount	n by distri 2009/01/0 2009/01/3 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12 \$12	bution fre	equency								
Period informatio Starting date End date HSA Arount HSA Load HSA Available Take-Over Available Take-Over Available Carry forward Amount Carry forward Amount Carry forward Available	n by distri 2009/01/0 2009/01/3 \$12 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	bution fre	edneucA								2

\$.

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

- Sele	ect the		Tra	nsaction:	5		tab							
Health spendin	g account- 2 Transactions actions	Claude	Denis									The section the sector	transae on prov details	ction vides of
Tra	ansaction			Cla	im		н	lealth spend	ing account		Total claim	each	indivi	uuai
Date claim	Date process	Benefit	Batch ID	Sub batch ID	Claim Amount	Plan pays	HSA	Take Over	Carry Forward	Total	Total	trans	action.	
2009/01/06	2009/01/06	3		0	\$50.00	\$10.00	\$40.00	\$0.00	\$0.00	40	\$50.00			

- Click on the button it register your transaction.
- Fill the transactions information

😂 HSA transaction	- Claude Denis		_
Transaction date	2009/01/06 🗸	Results	
Date claim	2009/01/06 👻		
Benefit	DEP		
Claim amount	\$50.00		
Plan pays	\$10.00		
HSA % taxable	25.00		
Claim Description			
details			
	Process		

- Click Process

to process the transaction.

🕒 HSA transaction - Clau	ıde Denis	
Transaction date Date claim Benefit Claim amount Plan pays HSA % taxable Claim Description details	2009/01/06 2009/01/06 DEP \$50.00 \$10.00 25.00	Results NOGARANTIE=3 MONTANTRECLAMATION=50 PLANMONTANT=10 HSAMONTANT=40 TOMONTANT=40 TOMONTANT=0 CFMONTANT=0 CFMONTANT=0 CFMONTANT=0 CFMONTANT=0 CFMONTANT=0 CMONTEGENESSESSESSESSESSESSESSESSESSESSESSESSES
3	Ilose	

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.

Health spending accou	nt - Claude	Denis									X
🗋 👝 🐴	🗳 🥑	a									
HSA statement Transac	tions										
HSA Period											
Period			HSA			Take-Over		c	arry Forwar	Ь	•
Active Starting date Er	nding date	Amount	Used	Available	Amount	Used	Available	Amount	Used	Available	
2009/01/01 20	09/12/31	\$1.500.00	\$40.00	\$85.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<i>µ1,000,000</i>	\$10100	400,001	20100	40100	40100	40100	40100	40100	
Period information	by distrit	oution fre	equency								
Starting date	2009/01/01										
	2007/01/01	·									
HSA Amount	\$125	5.00									
HSA Used	\$40	0.00									
HSA Available	\$8	5.00									
Take-Over Amount	\$(2.00									
Take-Over Used	\$0	0.00									
Take-Over Available	\$0	0.00									
Carry forward Amount	\$0	<u></u>									
Carry forward Osed	\$U dri	0.00									
cany rormana Available	, pu	51001									
4											

Cutting checks

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

To do so:

ess the	🔝 Health sper	nding account	ť	hrough	the		Management		
迳 He	alth Spending Acc	ount configuration							
Naviga	Navigator 🎉 💭								
HSA 1	HSA Training								
Setting	Settings Calendar Billing Reports and Statement Checks and Payments Bank account								
Bank	account Compte	1	Trans	actions since		•			
æ,	- 🐹 🖃 💈	a \$a							
Pend	ling checks								
	Empl	oyee	HS	A		Payment			
	Name	Surname	Process date	Total	Check #	Check date	Conciliated		
▶ Pier	'e	Serge	2008/12/17	\$80.00	11	2008/02/07			

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

E	Bank account Trust3			actions since		•		
ć	P 🗏 🗆	E 1	a \$a					
C	hecks to iss	ue						
	Employee		HS	A	Payment			
	Name		Surname	Process date	Total	Check #	Check date	Conciliated
Þ	Tendresse		Sylvain	2009/01/06	\$45.00	0		

- 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 Access the selection.	t - Employee option through	the E	Listings		
Company - (CSR564CLI52) HS Management Listings	A Training Employee file	Search field	Search va	alue search	
🖻 List - Employee	C→ C→ L→ Last name Ast name Ast name A + First name	Division Clas	s Certificate #	SIN	file #

- Select the button to allow import of external templates

Citrix:D:\MDI\LISTES\TEMPLATE	:
Demo DATAXLS TemplateCompleteEnglish.XLS TemplateCompletFrancais.xls TemplateProjectEnglish.XLS TemplateProjetFrancais.XLS	
🗸 OK 🛛 🗶 Cancel	

- 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.

C-SURANCE X
Template copied in "C:\MDI\\LISTES\IMPORT\Demo DATA1.XLS"
ОК

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

Work session transfer + Client : H	SA Training
	Select Excel file Directory : C:\MDI\\LISTES\IMPORT\ Demo DATA1.XLS Refresh
	Next >> Cancel

- Select the needed file and click on

Next >>

- Review the <u>Effective date</u> to insure that import will be effective prior to HSA contract activities then click on Process >>

Work session transfer - Client : H	SA Training	
	Effective date	2009/01/01
	Verification of proj	sject/contract integrity
	Importing employ	yees from Excel file
(L)	Required fields ve	erification
	Comparing with C	C-surance.ca employees file
	Add employees file	file in C-surance.ca
]	
Close all windows when done.		< <previous process="">> Cancel</previous>

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

<mark>⊳</mark> ₿	🗢 🕒 📇 🍰 🥅 h 🖹 🗳						
Employe	e # 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
334	Tendresse	Sylvain	001	01		666 666 66	6