Employer Portal QuickStart Guide

Welcome to the EVHC Employer Portal. This one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as myEVHC Accounts.

The Employer Portal is convenient and easy to use. Any-time access to the portal allows you to:

- View current and prior year plan information
- Access forms and documents
- Retrieve over 50 scheduled reports or notifications
- View real-time individual participant account summary, enrollments, contributions, claims and payments
- Access history of reports and notifications

And, user access levels are role-based. Each role determines access rights not only to administrative pages and operations, but also to underlying data in applicable reports.

How do I get access to this portal?

The new employer portal will be accessible through **myEVHC.com**

Simply login to your account on **myEVHC.com** and click the single-sign-on link:

myEVHC Spending Accounts

The **Home Page** is easy to navigate: Once you have accessed the employer portal, everything you need to efficiently and effectively manage your CDH Accounts is found on the home page. You will see a history of the reports and notifications with quick links to the latest versions. From the home page, you can:

- View employee level data
- Download forms
- View reports

| Home | Employee Search | | | |
|------------|-------------------------------------|------------------|-------------------------|---|
| Reports | Name or ID | | | |
| Employees | Reports | View all reports | Employees | View all employees |
| Tools | Employer Funding Notification | Mar 8 | Franklin Jim Active | Effective Jan 1, 2000 > Employee #XX1000000-01 |
|] Requests | Claims Reimbursement Notification | Mar 8 | | |
| | Employer Funding Report | Mar 8 | | |
| | Payroll Deduction Notification | Mar 3 | | |
| | Payroll Deduction Notification | Feb 17 | | |
| | Employer Contributions Notification | Dec 23 | | |
| | Payroll Deduction Notification | Dec 23 | | |

You can also access the reports, employee information and tools by clicking the icons on the left side of the home page.



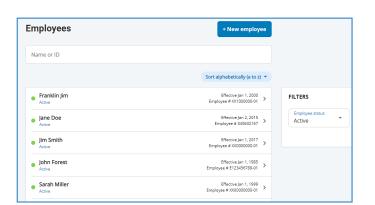
How do I view reports?

- 1. On the **Home** Page, click the **Reports** icon, there will be a list of all available reports that can be viewed.
- 2. Simply select the relevant enrollment, financial, contribution or plan information report desired and it will automatically be displayed.
- 3. If there is a report that you need, but do not see, you can contact EVHC to request it.

| Home Home | Reports | + New report |
|--------------|---|-------------------------|
| Reports | Claims Reimbursement Notification | Last run Mar 8, 2021 🗦 |
| St Employees | Employer Contributions Wew employer contributions in applicable plans as of specific contribution date. | Last run Dec 23, 2020 > |
| Tools 🖇 | Employer Funding Notification Wew the summary and details of the claims that need to be funded along with any fu | Last run Mar 8, 2021 🔉 |
| * Requests | Payroll Deduction Notification Wew participant deductions in applicable plans as of a specific payroll date. | Last run Mar 3, 2021 🔉 |
| | | |

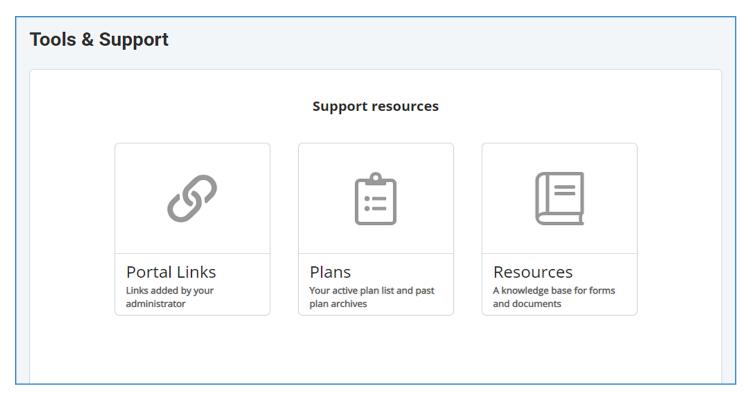
What kind of employee-level data can I access?

- 1. Under the **Employees** icon, you can get real-time data on all enrolled employees.
- 2. You can search for employees using first name, last name or employee identifier (defined ID or SSN).
- 3. Once in the employee view, you can access the following information:
 - a. Account Summary
 - b. Profile
 - c. Enrollments
 - d. Contributions
 - e. Claims
 - f. Payments
 - g. Status



| Jim Smith Status: Active > | 0 | | | View profile | |
|-----------------------------|-----------------------|-----------------------------------|--------------------|-----------------------|---------------|
| Summary | Claims + Pay | ments | Enrollments | Contributions | |
| Active enroll | ments | View all | Jim's activity | | |
| * 01012020 \$2,500.00 an | Medical Spending Acco | Effective Jan 1, 2021 > Active | Enrolled in 0101 | 2020 Medical Spending | Jan 1, 2021 🕽 |
| 01012021 \$5,000.00 an | Dependent Care Accou | Effective Jan 1, 2021 > Active | 🕆 Enrolled in 0101 | 2021 Dependent Care A | Jan 1, 2021 🕽 |
| Contribution | s | View all | Enrolled in 2019 | Medical FSA | Jan 1, 2019 🕽 |
| \$250.00 2019 Medica | FSA | Posted > Feb 24, 2020 | Status changed | to Active | Jan 1, 2017 |

| Jim Smith's Profile 🛛 | | | | | | | |
|---|-------------|----|--------------------|------------|--|--|--|
| Status: Active > | | | | | | | |
| Personal | Employment | | Dependents | Debit Card | | | |
| | | | | | | | |
| Personal | information | | | | | | |
| First name Jim | | MI | Last name Smith | | | | |
| Gender | | • | ssn 111111111 | | | | |
| Marital st | atus | • | Email address | | | | |
| Home ph | one | | Work phone | Ext | | | |
| | | | | | | | |



Will I be able to access any of my plan information?

- 1. Under the **Tools** icon, you will find the **Plans** icon.
- 2. Information available is:
 - Plan Summaries
 - Plan Details and Rules

Where would I access required forms?

- 1. Under the **Tools** icon, you will find the **Resources** icon.
- 2. In this section you can download and print any forms needed.
- 3. You will also have access to any other documents or custom materials related to your plans in this tab.

