

Quick Start Guide: Welcome to the new Employer Portal

Simplify how you manage benefits accounts – faster, easier, and with more confidence. It's designed to make your job easier with no extensive training needed.

Accessing the WealthCare Employer Portal

- Navigate to: app.wealthcareadmin.com
- Use your existing username and password to log in – no need to create new credentials!
- Reach out to us for assistance with locked accounts, forgotten passwords, or new users.

Tip: Bookmark the portal link for quick access later.

Navigating the portal

- After logging in, you'll find a collection of apps along the left-hand side of the screen. These include Participants, Contribution Manager, Reports, and more.
- Each app is purpose-built to help you quickly find and manage specific tasks.
- Intuitive flows guide you through common activities like adding participants, issuing cards, and uploading contributions, ensuring you never miss a step.

What you can do in the portal

- **Find participants fast:** Search using a full or partial name, SSN, phone number, or other details. Partial value searches (last four digits of SSN or phone number) will also return matching results.
- **Manage cards easily:** Request, reissue, or update debit cards in one step.
- **Add and manage participants, their accounts, and dependents effectively:** Follow straightforward navigation to oversee activity.
- **Manage contributions efficiently:** Create, upload, track, and manage contributions with important features like error detection, submission audit, in-line editing, save draft, and more.
- **View reports on demand:** Access important participant and account details for actionable insights.

Transform the way you manage your benefits programs with the WealthCare Employer Portal!

Need help?

For questions or support, contact: clientservice@healthydollarsinc.com or 802-876-5072