

Employers are required to verify the expected contributions on their payroll deduction report match exactly the amount of contributions being remitted to Aviben for the respective payroll.

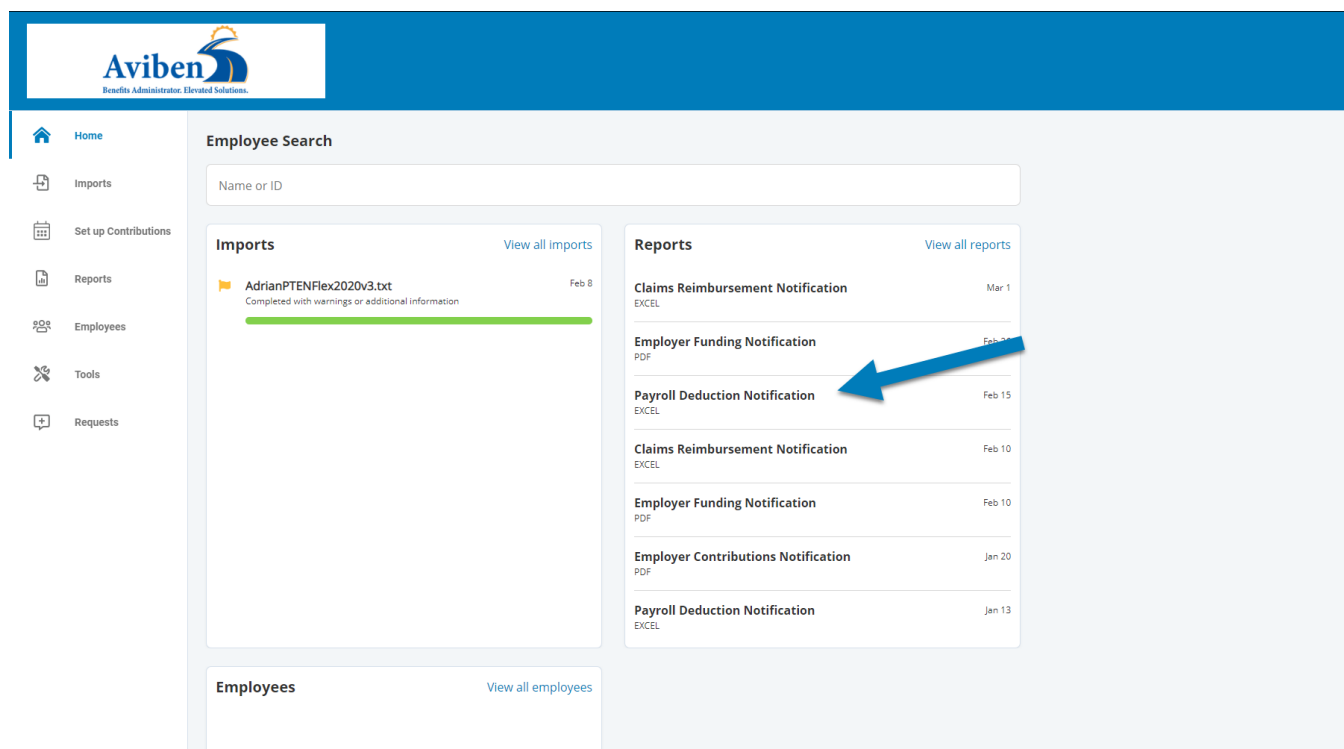
If amounts do not match, employer must inform Aviben of the reason there is a discrepancy. Contribution files will not be processed until expected and received amounts match.

Step 1. Login to the Employer Portal by [Clicking Here](#), or by copying the below URL into your browser.

<https://avibenemp.lh1ondemand.com>

Step 2. On your dashboard you will see a link for your payroll deduction notification. (Check to make sure that the date is the latest date)

Click the Link



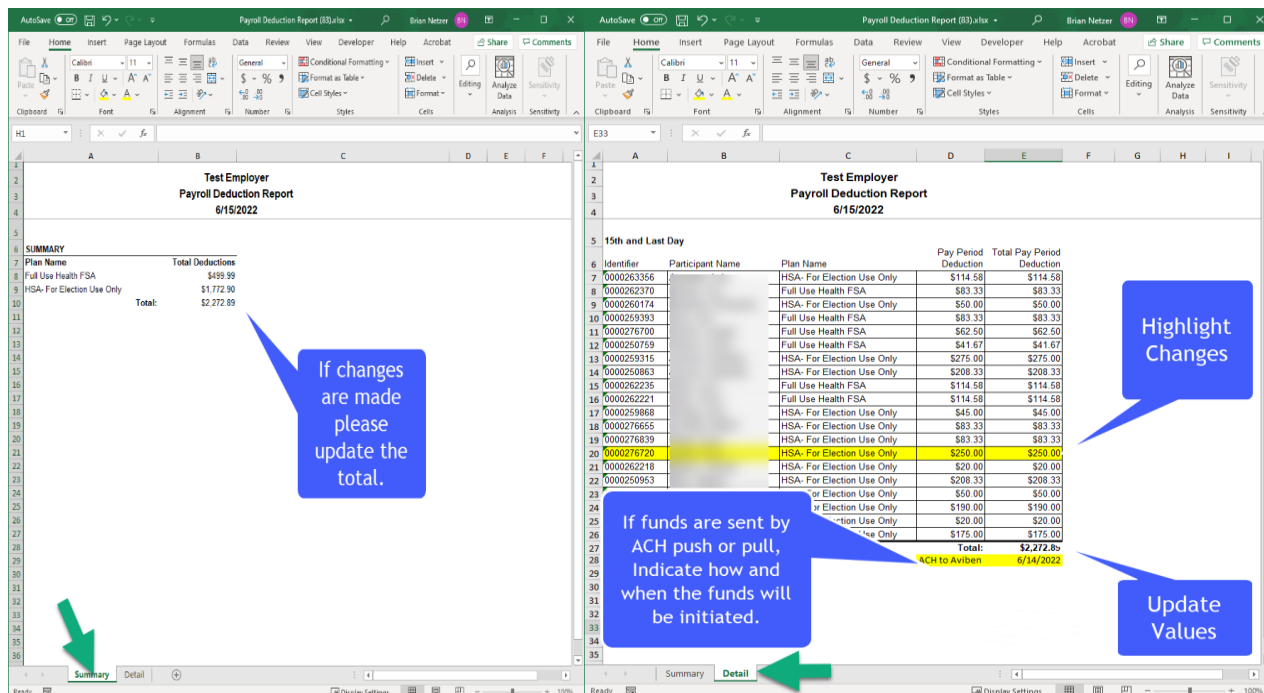
The screenshot shows the Aviben Employer Portal dashboard. The top navigation bar includes the Aviben logo and a search bar. The main content area is divided into several sections: 'Employee Search' with a search input field, 'Imports' with a table showing a file named 'AdrianPTENFlex2020v3.txt' (Feb 8) with a green progress bar and a note 'Completed with warnings or additional information', and 'Reports' with a table of reports. A blue arrow points to the 'Payroll Deduction Notification' report (EXCEL, Feb 15) in the Reports table. The Reports table also includes 'Claims Reimbursement Notification' (EXCEL, Mar 1), 'Employer Funding Notification' (PDF, Feb 10), 'Employer Contributions Notification' (PDF, Jan 20), and 'Payroll Deduction Notification' (EXCEL, Jan 13). There is also an 'Employees' section at the bottom with a 'View all employees' link.

Report Name	Format	Date
Claims Reimbursement Notification	EXCEL	Mar 1
Employer Funding Notification	PDF	Feb 10
Payroll Deduction Notification	EXCEL	Feb 15
Claims Reimbursement Notification	EXCEL	Feb 10
Employer Funding Notification	PDF	Feb 10
Employer Contributions Notification	PDF	Jan 20
Payroll Deduction Notification	EXCEL	Jan 13

Step 3. Download the appropriate report. The report will open in an Excel file. Notice that there are two tabs. A Summary tab, and a Detail tab. Please verify that the information is correct on both tabs. You may need to update your payroll records so that they match the deductions listed on the report.

If you need Aviben to make a deduction change, please highlight the row of the change so we can easily identify the change and add any relevant information related to the change.

- If a change is made update the totals on both tabs.



Test Employer Payroll Deduction Report 6/15/2022

Plan Name	Total Deductions
Full Use Health FSA	\$499.99
HSA- For Election Use Only	\$1,772.90
Total:	\$2,272.89

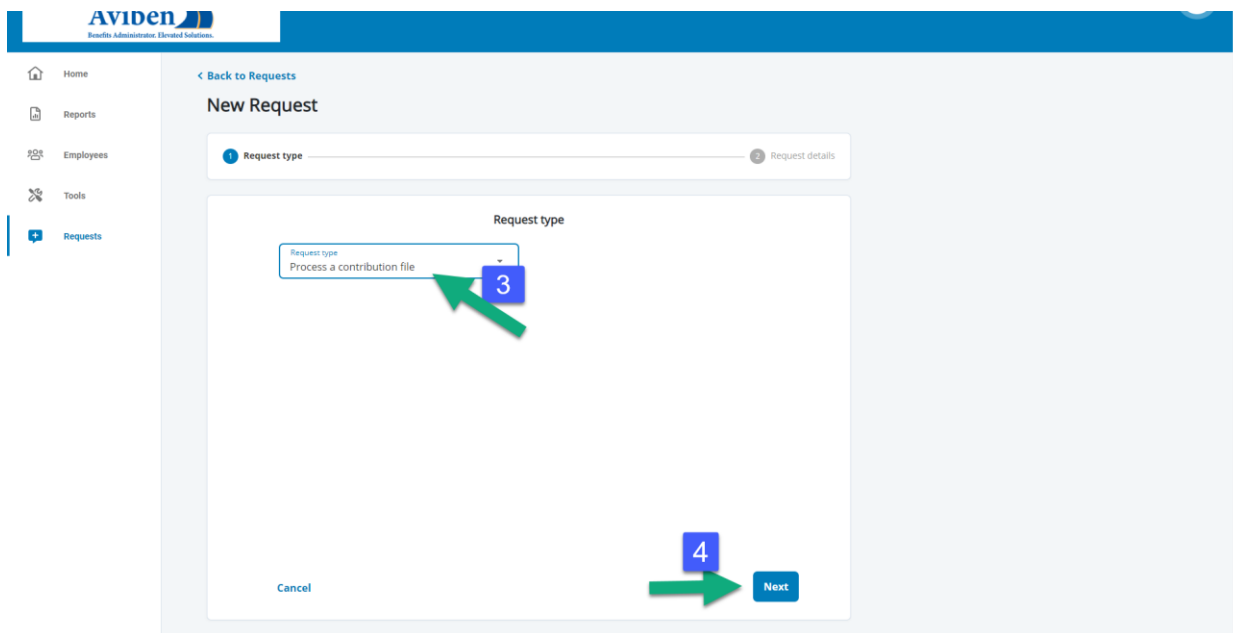
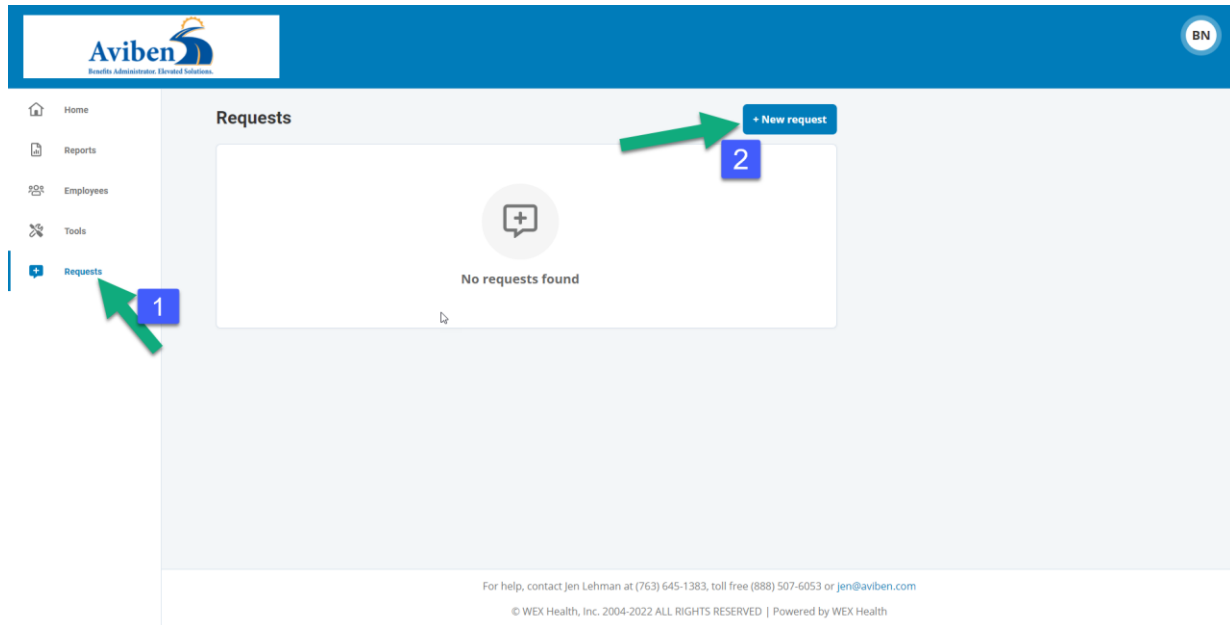
Test Employer Payroll Deduction Report 6/15/2022

Identifier	Participant Name	Plan Name	Pay Period Deduction	Total Pay Period Deduction
0000263356		HSA- For Election Use Only	\$114.58	\$114.58
0000262370		Full Use Health FSA	\$83.33	\$83.33
0000260174		HSA- For Election Use Only	\$50.00	\$50.00
0000263393		Full Use Health FSA	\$83.33	\$83.33
0000276700		Full Use Health FSA	\$62.50	\$62.50
0000250759		Full Use Health FSA	\$41.67	\$41.67
0000259315		HSA- For Election Use Only	\$275.00	\$275.00
0000250863		HSA- For Election Use Only	\$208.33	\$208.33
0000262235		Full Use Health FSA	\$114.58	\$114.58
0000262221		Full Use Health FSA	\$83.33	\$83.33
0000259868		HSA- For Election Use Only	\$45.00	\$45.00
0000276655		HSA- For Election Use Only	\$83.33	\$83.33
0000276839		HSA- For Election Use Only	\$83.33	\$83.33
0000276720		HSA- For Election Use Only	\$250.00	\$250.00
0000262218		HSA- For Election Use Only	\$20.00	\$20.00
0000250953		HSA- For Election Use Only	\$208.33	\$208.33
		HSA- For Election Use Only	\$50.00	\$50.00
		HSA- For Election Use Only	\$190.00	\$190.00
		HSA- For Election Use Only	\$20.00	\$20.00
		HSA- For Election Use Only	\$175.00	\$175.00
		Total:	\$2,272.89	\$2,272.89
		ACH to Aviben	6/14/2022	

Step 4. Send the file to Aviben. See below for secure ways to share the file with Aviben:

OPTION 1 – Employer Portal (Preferred Method)

1. Click **Requests**
2. Click **New Request**
3. Choose **Process a contribution file** for the Request type
4. Click **Next**
5. Feel free to add a comment in the details box if you need to pass a message to Aviben
6. Upload your file by dragging and dropping, or by browsing for your file
7. Click **Submit Request.**



jen@aviben.com'."/>

OPTION 2 – ShareFile

To access your ShareFile account [Click here](#) or copy the URL below and paste it in your favorite browser.
<https://ebcsolutions.sharefile.com/Authentication/Login>

If you are not already set up with a ShareFile folder, or need to add users to a folder please reach out to benefitprocessing@aviben.com

OPTION 3 - Email

You may also email any changes to benefitprocessing@aviben.com if you are not able to upload through the portal or are not currently set up to use Sharefile. **Any emails sent CANNOT include participant SSN or Account Number(s).**

If You Are Sending an ACH to Aviben for the funding

Verify that the Payroll Deduction report is correct. Initiate the ACH to Aviben.

If Aviben Is Pulling Funds From Your Account

By uploading the deduction report to your ShareFile folder, you are authorizing Aviben to pull the full deduction amount from your checking account. Aviben will initiate the ACH on the date instructed on the uploaded Deduction Report.



1995 E. Rum River Dr. S., Cambridge, MN 55008
Metro: 763-552-6053 | Toll Free: 888-507-6053
Fax: 763-552-6055 | www.aviben.com
A Division of Educators Benefit Consultants, LLC ("EBC")

Not already using the ease and convenience of ACH for remittance of your contributions to Aviben? Let us Help!

Email benefitprocessing@aviben.com to get set up to either ACH Aviben your contributions, or to authorize Aviben to pull the funds via ACH, but only after you authorize the amount and date of your choice.

Save time and money by not having to print and send checks, worry about checks being lost or delayed in the mail, and sending your contributions via a method that is faster and more secure than a check.