

***Flex Transfer Guide***

***Version 1.3e17***

***February 12, 2015***

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# Overview

**Note:** If the employer only requires a onetime upload of new enrollments please contact your Account Executive. We have a spreadsheet loading method that is optimized for single-time use. 

This document is designed to explain the requirements, file layouts, and expectations for groups engaging in Electronic Data Integration (EDI) with AmeriFlex. It is intended for Plan Administrators, third party benefits vendors, IT technical staff internal to employers, and AmeriFlex Account Executives.

The AmeriFlex EDI process was designed as a convenient and automated way for clients to communicate participant demographics, participant accounts, and payroll deposit information.

## EDI Versioning Overview

The current version of AmeriFlex’s EDI File Specifications is 1.3e17. This versioning schema is broken up into four parts:

1. The first number is AmeriFlex’s internal EDI processor version.
2. The second number is the format spec version. Every time a new EDI format is released, the old format is still supported. It is not required to use the newest format spec; however, newer versions provide more features to give your company more control over your enrollee’s benefits. If you are new to EDI, we recommend using the newest format available.
3. The third number (actually a letter) tracks the change history of the format spec. If a format spec has a minor change, the third number will be incremented.
4. The fourth number is the version of the transfer guide associated with the format spec. A format guide may be improved to incorporate frequently asked questions, but this doesn’t mean the format has changed at all.

If your EDI files are not acting as expected, ask your AmeriFlex EDI Support Representative for the most recent version of the EDI Transfer Guide, as your question or concern may already be answered.

## Process Overview

EDI provides an automated means of transferring enrollee demographics, account details, payroll updates, and dependent demographics to our card provider on your payroll cycle. The associated benefits card for new enrollees will be created if none exists.

All files need to be formatted according to the AmeriFlex file specifications outlined in this document. Files deposited on the SFTP drop site are automatically processed into the AmeriFlex systems on a daily basis. Files are subject to audit and review at anytime.

After transfer to the AmeriFlex SFTP space, files are processed by AmeriFlex and loaded to the card vendor. The processing schedule is discussed in detail later in this document.

After you are approved for production status, any EDI errors wills be communicated to your group’s EDI contact via an automated email or your account executive if no EDI contact is provided.

AmeriFlex reserves the right to place a hold on and/or stop processing the EDI files. AmeriFlex will notify the group of the reason for the stop process order.

# EDI Application Process

The group or third party administrator can contact their AmeriFlex Account Executive to request an EDI connection with AmeriFlex. The timetable from inception to production is 8 weeks.

1. Group or third party administrator contacts AmeriFlex to request EDI

a. If a third party administrator contacts us on the group’s behalf, AmeriFlex will contact the group to verify the feed request and discuss the feed requirements.

1. Vendor and/or Group work to identify source data
2. Create and submit test files to AmeriFlex EDI contact either through SFTP file transfer or secure e-mail.
3. Production files that are built to the specifications outlined in this document can be provided on a regular basis
4. Errors will be communicated to the group via their AmeriFlex Account Executive and / or your groups designated EDI contact

# SFTP Account Setup

An SFTP account will be created for your group. To gain access to the SFTP drop site, the client will need to provide the public static IP address (single IP or contiguous block of IP addresses) that they will be using to send files. It may take up to 3 business days for the firewall changes to take place.

It is the responsibility of the group and its EDI agents to provide AmeriFlex with at least 3 business days’ notice of any changes to their static IP.

The SFTP domain name is sftp01.flex125.com

We use a username and SFTP SSH key exchange for authentication.

# Accuracy and Timeliness of Data

The accuracy and timeliness of enrollee demographics, account information, dependent demographics and deposits to accounts are the sole responsibility of the group and its EDI agents.

AmeriFlex begins processing files at 9:30 AM EST Monday through Friday . Files received after 9:30 AM EST will be processed on the following business day. AmeriFlex is not responsible for data that is not transmitted to our SFTP space in a timely manner.

After files have been processed, they are removed from your SFTP space and archived for future reference. The results of the file will be automatically emailed to you when processing has completed. However, the accuracy of all data is the responsibility of the group and, as such, data will applied directly to benefit accounts exactly as it is provided to AmeriFlex.

# Encryption

Due to security and privacy concerns, AmeriFlex requires that all test and production files be encrypted using PGP encryption. If you did not receive the AmeriFlex public PGP encryption key with this document, please request it by sending an e-mail to your EDI Implementation contact.

# Testing

Before production files can be transmitted, sample files for each data type a client will be transmitting must undergo testing.

During the testing phase, there are several steps that should be verified to be completed successfully before transitioning a group into live production processing.

* Add a participant (IB file)
* Add a plan (IC file)
* Terminate a participant to be effective the day of processing (IB file)
* Future terminate a participant (IB file)
* Terminate a single plan for a participant (IC file)
* Change a participant SSN (IB file)
* Change participant reimbursement information (IB file)
* Add a dependent – This is required if HRA plans are setup (ID file)
* Add a deposit (IH file, if applicable)
* Change an annual election/prefund amount (IC file)

# Overview of Data Exchanged

AmeriFlex will provide the following:

* GROUP CODE
* PLAN ID(s)
* Plan types we are expecting to get in the file
* Plan Start Date
* Plan End Date
* Calendar IDs for Group with cycle definition (if applicable)

# Communication Plan

* For questions when testing EDI files before the process has been automated, contact AmeriFlex’s EDI support team at edisupport@flex125.com or your EDI contact directly. The EDI support team will assist you in making your files compliant with AmeriFlex’s EDI specifications, as well as help you understand why files failed to process.
* Your Plan Administrator will receive the following emails:
  + Results emails showing which files processed and which records failed to process, if any.
  + Errors preventing files from processing correctly, such as an empty file, malformed file, incorrectly encrypted file, etc.
* You may have additional copies of the above emails sent to any number of recipients. For example, you may opt to have your EDI developer receive error emails, while your payroll department receives results emails.
* To have files processed in a non-standard way, i.e. if you need files processed after 9:30am EST but you did not have your files in the FTP space in time, you should contact your Account Executive or your EDI Implementation Specialist.

# Terminology

|  |  |
| --- | --- |
| Term | Definition |
| EDI | Electronic Data Interchange. The structured transmission of data between organizations by electronic means. It is used to transfer electronic documents or business data from one computer system to another computer system, i.e. from one trading partner to another trading partner without human intervention.  [en.wikipedia.org/wiki/Electronic\_Data\_Interchange](http://en.wikipedia.org/wiki/Electronic_Data_Interchange) |
| Enrollee | These terms are all used in this document interchangeably. It refers to the owner of the benefits accounts. **Only employees enrolled in benefit accounts should be sent, otherwise cards may be issued to employees without any accounts.** |
| Participant |
| Annual Election | Amount elected by the enrollee for the existence of the benefit account. New accounts and thus new annual elections are made every year. |
| Prefund | Synonymous with Annual Election or Annual Goal Amount |
| SFTP | Secure File Transfer Protocol. This is the location that you will be uploading your EDI files to. FTP is less secure than SFTP because, although FTP and SFTP are both password protected, SFTP adds an additional layer of security by encrypting the data transmitted. |
| PGP | Pretty Good Privacy (PGP) is a data encryption and decryption computer program that provides cryptographic privacy and authentication for data communication. All EDI files transmitted to AmeriFlex must be PGP encrypted. |

## Frequently Asked Questions

**Can we send files that match our own company’s specifications?** *No, AmeriFlex has a strict process and file format.*

**Do you accept full files?**

*We prefer full files, our system will not process a duplicate record.*

**Can we investigate a new file format?**

*All new file formats and processes will need to be reviewed. These requests need to go through our project vetting process. From there, the project will be prioritized appropriately.*

**Does AmeriFlex allow other file types to be used for EDI (e.g. CSV files)?** *No, currently we only allow space-delimited fixed-width files.*

**If there are errors how are we notified?**

*Errors are sent directly to the Account Executive for the participating group. If an action needs to be taken by the group than the Account Executive would contact the Plan Administrator. Additionally, your Plan Administrator may opt to have emails copied to additional persons.*

**When are files processed?**

*Files are processed Monday through Friday at 9:30am EST including holidays. AmeriFlex does not process files on Saturday or Sunday.*

**I can’t get to the FTP site!**

*You may have provided your EDI contact with incorrect information, preventing us from allowing your EDI system to pass through our firewalls and transmit EDI files.*

**What is PGP and where do I get the software?**

*PGP is a file encryption format. We adhere to the OpenPGP standard. GnuPGP is an open source library for working with files in the OpenPGP format.* [*http://www.gnupg.org/*](http://www.gnupg.org/)

**Do we have to encrypt the files using PGP?**

*Yes – AmeriFlex will provide a key to encrypt the files. We require the encryption to ensure the privacy and security of the enrollee’s personal information.*

**Does AmeriFlex terminate participants by absence?**

*No. We must have a termination record sent in the files to terminate an employee and/or an employee account.*

# File Specifications

## Overview

This file specifications section will outline the purpose, expected use, file specification, details of each field, and changes from previous formats for every currently supported file type.

## General Data Requirements

All implementations are for ongoing file feeds to AmeriFlex. Processing EDI files is at the sole discretion of AmeriFlex and for the benefit of the employer (customer) requesting the EDI feed.

The accepted character set for all fields in all AmeriFlex EDI files are limited to the letters AZ, a-z, the numbers 0-9, and the special characters space ( ), period (.), ampersand (&), comma (,), tilde(~), dash (-), underscore (\_), forward slash(/), left and right parentheses [()], single quote(‘), percent sign (%), and sign (@), equals sign (=), and the pound sign(#). However, most fields are more restrictive and do not include this entire character set, so please pay attention to the expected value of each individual data field. It is important to note that multi-byte and extended-ASCII characters such as characters with accents and tildes are not supported.

All AmeriFlex EDI files are fixed-width, meaning the number of characters each field occupies is known in advance. Every line of each file format is going to be the same length.

Some fields allow an ignore character, which is denoted by the tilde (~) character. An ignore character tells AmeriFlex that you do not want to change the value of a field. When this character is encountered, we will keep the existing data in the field unchanged. It must follow, then, that ignore characters are only allowed for existing records. If you are creating a brand new record that has not been previously sent to AmeriFlex, an error will occur because AmeriFlex will have no preexisting information to refer to. AmeriFlex’s system will continue to process a record if a tilde is encountered for a new record in a non-required field, but it is recommended to provide all values for new records to avoid unexpected errors from occurring. See each file’s field specification for details on which fields are ignorable as not all fields can be ignored.

**Important:** Using an ignore character (~) is different than leaving a field blank. A blank field will clear out any existing data previously set for that field, while an ignore character will keep existing data. 

## Data Types

Most EDI fields have a set data type, which narrows the allowed character set.

* Alpha: Letters A-Z, letters a-z are allowed. No spaces.
* Numeric: Only numbers 0-9 are allowed. Negative values are prohibited.
* Alphanumeric: Letters A-Z, letters a-z and numbers 0-9 are allowed.
* Alpha+space: Alpha character set plus the space ( ) character is allowed.
* Alphanumeric extended: alphanumeric plus the special characters period (.), ampersand (&), comma (,), dash(-), single quote(‘), and space ( ) are allowed.
* Phone: Must follow the format “(123) 456-7890 [1234]”. 4-digit extension is optional.
* State: only valid USPS 2-digit state abbreviations are allowed.
* Zip: like numeric in that only the numbers 0-9 are allowed, but also the length must be exactly 5 or 9 characters, nothing in between is allowed.
* Date: 8-digit date in the format YYYYMMDD. 4-digit year, followed by 2-digit month, followed by 2digit day.
* Enum: value must exist in the allowed set of values. Each enum (short for enumeration) field has its own specific allowed values, refer to file specification table for accepted values.
* Email: must be a valid email format
* Location: specific to the location field, includes alphanumeric extended characters plus the special characters left and right parentheses (()), equals sign (=), forward slash (/), and the pound sign (#).
* Currency: Must be a number with two digits after the decimal point. Any unused digits must be left zero-padded until the length of the field matches the required field length. For negative values, the negative sign is left-justified.

Example 1) To express $512 in a currency field, the end value would be 000000000000512.00. Example 2) To express $-252.26 in a currency field, the end value would be -00000000000252.26.  Boolean: Must be either “Y” for yes, or “N” for no. No other values are allowed.

## Frequently Asked Questions

**Do I need to send a record for every enrollee in the company?** No, only the enrollees of AmeriFlex accounts are needed.

**Why did a non-enrollee receive a benefits card?**

The enrollee who is not enrolled into the benefits account was contained in the IB file. All enrollees in the IB file are considered enrollees during processing and will receive an AmeriFlex Convenience Card. This does not necessarily mean there are any funds attached to the card.

**If I stop sending an enrollee, will they be terminated?** No. You must explicitly send a termination.

**When do we remove an enrollee from the files after termination?** Remove the terminated enrollee from all files after their final pay cycle.

**Can the prefix of Miss be used?**

No, if you use a prefix other than the allowed set of prefixes (Mr., Mrs., Ms., Dr. or Rev.) then your record will fail to process.

# Enrollee Account (IC) File

The enrollee account (IC) file is used to create, update, and terminate enrollee benefit accounts. Creating an enrollee account will link the account to an enrollee. The account is managed distinctly from the enrollee’s demographic information; it is possible that an account can be terminated but the enrollee is still active.

## Using the file

For prefunded plans, the **Original Prefunded / Annual Election Amount** will fund the account, immediately making the funds available for spending. For payroll funded plans, the **Original Prefunded / Annual Election Amount** field is used to specify the annual election amount, but the account is not immediately funded. Accounts can either be funded on a pre-set schedule by assigning a Calendar ID, or by sending an enrollee pay deposit (IH) file. AmeriFlex recommends using Calendar IDs as there is less room for error because there are not as many files being transferred.

**Linking an enrollee to an account**

1. Set the **Plan ID**, **Account Type**, **Plan Year Start Date** and **Plan Year End Date** fields to match a plan you have setup with your AmeriFlex representative. If any of these fields do not match up exactly with the plan account you have setup, the record will fail.
2. Refer to the Plan Definitions section below to determine what values to enter for **Original Prefund / Annual Election**, **Enrollee Deposit Amount**, and **Employer Deposit Amount** fields.
   1. To automatically have deposits made into the account on a set schedule, use the **Calendar ID** field provided by AmeriFlex.
   2. To have deposits made into the account on your own schedule, an additional Enrollee Pay Deposit (IH) file must be sent for every deposit into the account. Refer to the Enrollee Pay Deposit (IH) File section for information on how to use the file.
3. Set the **Benefit Start Date** and **Benefit End Date** only if these dates do not coincide with the normal plan year of the account. An example of when these would be used is if an enrollee was not yet eligible for benefits at the start of the plan year, but became eligible mid-year. In this instance, a **Benefit Start** Date would be sent. If a **Benefit Start Date** is not provided, by default, benefits will begin on the same day the account was created or the **Plan Year Start Date**. The **Benefit End Date** can be used to terminate an enrollee’s account on a specific date in the future. Note this only terminates the account and does not terminate the enrollee or the card. Refer to the Enrollee Demographic (IB) File’s Benefit Termination Date for more information on the distinction between the two.
4. To have any dependents for this enrollee automatically linked to this account, set **Auto Add All Dependents** to “Y” for yes. Any existing or future dependents linked to the enrollee owning the account will be added to the account. They will be able to access the account funds from their debit card if they were configured to be issued a card.

**Note:** Dependents are never linked to TRN or PKG accounts, regardless of the value set for Auto Add All Dependents. 

1. The **Autodeposit start date** is used to set the date when the per-pay amounts that are sent in the IC file should start to be applied. **For groups sending an IH (payroll deduction) file, this date has no bearing.** For clients who are not sending an IH file, this date should be set to the benefit effective date or per-pay change date. This will ensure that all deposits are posted to the employee’s account correctly.

## Notes about Using Auto-Deposit Start Date

If you are using an auto-deposit calendar to fund your accounts, you must use the **AutoDeposit Start Date** field to determine when deposits begin to occur. Deposit amounts will be automatically adjusted to catch up deposits or account for partial year funding. If you are not using auto-deposit calendars, **Auto-Deposit Start Date** will have no effect on the enrollee’s account.

When creating an account, if **Auto-Deposit Start Date** is not provided, the default value is:

* If benefit effective date is in the future, then **Auto-Deposit Last Allocation Date** defaults to the benefit effective date (value sent in position 111).
* If the benefit start date is today OR IN THE PAST, then the **Auto-Deposit Last Allocation Date** defaults to the date that this record is loaded. If the benefit effective date is GREATER than the PLAN YEAR START DATE, then send the benefit effective date in this position as well.

These default values only apply when creating new accounts. If updating an existing account, a blank value is treated as an ignore character would be in that the value is left unchanged.

We had an update to our system that directly affects clients who are sending TRN and PKG accounts in an IC file that are NOT sending an IH file. These clients utilize our auto-deposit calendar feature to apply the per-pay data element that is sent in the file according to the payroll calendar we have assigned.

These account types can have a per-pay change at any time throughout the plan year and our system need to apply these new per-pay changes correctly. This is where that autodeposit start date data element in position 127 becomes important. This also affects the annual goal/elected data.

SO, for clients that are NOT sending an IH but will be sending TRN, TRP, PKG, or PKP accounts in the IC is:

1. Do NOT send an annual goal amount (position 57) for ONLY these account types and only send the per-pay deduction amount in position 75.
2. If the employee has a change to the amount in position 75, send that new amount with the change effective date in position 127. What this will do is change the annual goal due to this change amount automatically AND change the auto deposit amount to this new value on that effective date.

**Terminating an account in the future**

If you wish to send “Future Terminations” on this file, do NOT change the **Benefit Status** to “T” until that termination date has been reached. Changing the participant **Benefit Status** is an immediate effect, therefore sending a **Benefit Status** of “T” will terminate the participant immediately regardless of the **Benefit Termination Date**.

## Plan Definitions

Each account type is unique. The type of the account dictates which of the three deposit fields (**Original Prefund / Annual Election**, **Enrollee Deposit Amount**, and **Employer Deposit Amount**) is required.

For most account types, not all three deposit fields are required. To calculate the **Enrollee Deposit Amount**, divide the **Original Prefund / Annual Election** amount by the number of pay cycles. The result is the **Enrollee Deposit Amount**, or the amount of money the enrollee deposits per pay period. Fields marked N/A are not used in typical use of the account type.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Plan Name** | **Original Prefund**  **/ Annual Election**  **Amount** | **Enrollee Deposit**    **Amount** | **Employer Deposit Amount** |
| FSA | Flexible Spending Account *(Prefunded)* | Annual  Elected/Goal Amount | Annual Election /  Number of Pay Cycles | Annual Election /  Number of Pay  Cycles **ONLY IF**  **EMPLOYER IS**  **CONTRIBUTING,**  **OTHERWISE**  **SHOUD BE SET TO 0.00** |
| DCA | Dependent Care Account *(Payroll)* | Annual  Elected/Goal Amount | Annual Election /  Number of Pay Cycles | Should be set to  0.00 |

**Changes and Additions to Previous Format**

* Ignore characters (~) allowed for fields that have not changed.
* Benefit Start / End Date fields added
* Auto-Deposit Last Allocation Date field added
* Auto-add all dependents field added
* Prefunded plans (HRA, HR2, HR3, DED, DED2) are now supported. HSA/TBB plans now supported
* FS2 plan added-this account type is to be used **only for employer-sponsored FSA plans. This plan type is not to be used for a traditional FSA plan.**
* TRP and PKP (Post-tax employee contributions) plan types are now supported

Group Name: UPG Enterprises LLC

Group ID: AMFUPGENL

Plan ID: UPGENL

Plan types expected on the files: FSA, DCA

File types expected: IB (demographic), IC (account enrollment)

Plan start date: 20210101

Plan end date: 20211231

Calendar IDs:

* 15THLASTDAYBUS (Semi monthly)
* AMF52FRI (Weekly
* AMFBW26B (Biweekly)

IC FILE SPECIFICATION

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field | **Length** | **Start Pos** | **Data Type** | **Expected Value** | **Required** | **Ignorable** | **Default** | **Description** | **Mapping Notes** |
| Record ID | 2 | 1 | enum | “IC” | Yes | No |  | Value must be "IC" | IC |
| TPA ID | 6 | 3 |  | “AMF001” | Yes | No |  | Value must be "AMF001" | AMF001 |
| Group Code | 9 | 9 |  |  | Yes | No |  | Provided by AmeriFlex | AMFUPGENL |
| Plan ID | 10 | 18 | alphanumeric |  | Yes | No |  | Provided by AmeriFlex | UPGENL |
| SSN | 9 | 28 | numeric |  | Yes | No |  | Enrollee’s social security number. | eepssn |
| Account Type | 3 | 37 | enum | FSA, DCA | Yes | No |  | Three digit code for type of benefit plan or account | If eeddedcode = FSA or LXFSA send FSA  If eeddedcode = FSADC send DCA |
| Plan Year Start date | 8 | 40 | date | YYYYMMDD | Yes | No |  | YYYYMMDD. Provided by AmeriFlex | 1st day of current year |
| Plan Year End date | 8 | 48 | date | YYYYMMDD | Yes | No |  | YYYYMMDD. Provided by AmeriFlex | Last day of current year |
| Account Status | 1 | 56 | enum | “A”,“I”,“T” | No | Yes | “A” | "A" = Active; "I" = Temporarily Inactive; "T" =  Terminated | If eepemplstatus = T send T else send A |
| Original Prefund /  Annual Election/Goal  Amount | 18 | 57 | currency | zero filled right justified e.g.  000000000000000.00 | Yes | No |  | Enrollee Annual election amount.  For prefunded plans, this represents the amount available for the enrollee to spend in the plan period. Changes to this value will affect the deposit amount per payroll cycle.  For Payroll funded plans, this will set the enrollee’s annual election amount but will not make funds immediately available. | EedEEGoalAmt |
| Enrollee Deposit  Amount | 18 | 75 | currency | zero filled right justified e.g.  000000000000000.00 | Yes | No |  | Amount to be contributed by the enrollee automatically via the auto deposit cycle. A Zero (0.00) dollar amount will be accepted. It will a)set up an Zero (0.00) dollars as a per-pay amount if the autocalendar feature is used. It will change an enrollees per pat TO Zero (0.00) if a per-pay was previously provided . For HRA, HSA and DED plans, this field is ignored. | eedamt |
| Employer Deposit Amount | 18 | 93 | currency | zero filled right justified e.g.  000000000000000.00 | Yes | No |  | Amount to be contributed by the employer automatically via the auto-deposit cycle. Zero (0.00) is a valid amount.  For HRA and DED prefunded plans, this field is ignored. | Leave blank |
| Benefit Start Date | 8 | 111 | date | YYYYMMDD | No | Yes | <Plan Year Start  Date> | Date upon which the enrollee’s account is active for use. Date must be prior to the Benefit End Date. **If no date is provided, then the account is assumed to be effective on the first day of the plan year. If this is a mid-year enrollment, the effective date must be provided.** | edbenstartdate |
| Benefit End Date | 8 | 119 | date | YYYYMMDD | No | Yes | <Plan Year End Date> | Date upon which the enrollee’s account is no longer eligible for benefits. Date must be after Benefit Start Date. **If no date is provided, then the account is**  **assumed to be terminated on the last day of the plan year. If this is a mid-year termination, the termination date must be provided** **in addition to the status change.** | eedbenstopdate |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Auto-Deposit Start Date | 8 | 127 | date | YYYYMMDD | Yes *(If not using IH files)* | Yes | See Notes | Date to begin auto-deposits. See Notes for description of how this field is used. | eedbenstartdate |
| Calendar ID | 18 | 135 | alphanumeric extended | 15THLASTDAYBUS (Semi monthly)  AMF52FRI (Weekly  AMFBW26B (Biweekly) | Yes *(If not using IH files)* | No (must have a  value or  blank space filled) | Default  Employer  Calendar | A valid Calendar ID = AmeriFlex assigns specified Calendar ID to the participant to assign the correct payroll calendar to make automatic deposits.  **REQUIRED IF CLIENT HAS MULTIPLE PAYROLL**  **CYCLES AND IS NOT SENDING AN IH FILE.** | If PgrPayFrequency = S send 15THLASTDAYBUS  If PgrPayFrequency = B send AMFBW26B  If PgrPayFrequency = W send AMF52FRI |
| Auto Add All Dependents | 1 | 153 | boolean | “Y” or “N” | No | Yes | “Y” | If "Y", all dependents associated with the enrollee will be added to this account. Additionally, all dependents created in the future associated with the enrollee will automatically be linked as well. Note: dependents are never linked for TRN and PKG accounts. | Y |
| Total Line Length |  | 154 |  | |  | |  |  |  |

## Frequently Asked Questions

**What is the prefund?**

The prefund, or annual election, is the amount available from the chosen account to the dependents using the AmeriFlex Convenience Card.

**How do I use termination dates?**

You only need to provide termination dates if an enrollee or enrollee’s benefits are to be terminated early (due to a life-changing event). By default, the benefits are terminated at the end of the grace period. For more information about the grace period, contact your Account Executive.

**If I set the account to I = Temporarily Inactive, why does the card not work?**

The IC file has the account records for each enrollee. When the Account Status field is set to I = Temporarily Inactive, each account is reduced to a zero balance. The card is set to inactive within 1 business day.

**If an enrollee takes a leave then returns to work, do we adjust all the files?**

If you are on an auto-deposit calendar, you will only need to update the Account Status in all of the accounts to be I = Temporarily Inactive. To reactivate the account, update the Account Status to A = Active. If you are not, and sending an IH file, then any deposit/account activity would be controlled by that file.

## File Naming Conventions

Your group is set up with its own individual directory for EDI files. It is required that each file type have the file type identifier in the first two positions of the file name and “.pgp” as the file extension. The file name must be unique. It is recommended to date the file and use your AmeriFlex Group ID in the file name, although this is not strictly required. Below is the recommended naming convention of files for each format.

**Note:** Required File type IB, IC, ID or IH at the beginning of the file and files 

must be PGP encrypted and end in .pgp or .gpg

**IB - Enrollee Demographic File**

IBYYMMDD\_GroupID.pgp

Where:

YY = 2 digit year

MM = 2 digit month

DD = 2 digit day

**IC - Account File**

ICYYMMDD\_GroupID.pgp

Where:

YY = 2 digit year

MM = 2 digit month

DD = 2 digit day

**IH - Payroll Deposit File**

IHYYMMDD\_GroupID.pgp

Where:

YY = 2 digit year

MM = 2 digit month

DD = 2 digit day

GroupID = “AMFXXXXXX” provided by Ameriflex

**Examples**

Enrollee Demographic File: *ib061025\_AMFAMEFLX.pgp*

Enrollee Account File: *ic061025\_AMFAMEFLX.pgp*

Dependent Demographic File: *id061025\_AMFAMEFLX.pgp*

Payroll Deposit File: *ih061025\_AMFAMEFLX.pgp*