Benefits Lifecycle Chart

ENROLLMENT SYSTEM
sends the enrollment information to WEX. (Sent 3x/week: Monday, Wednesday & Friday.)

WEX
sets up participant accounts based on information provided in the Enrollment File.

BETTY BENEFITS
begins working at ABC Company.

ABC COMPANY
sends Betty's information (e.g. part-time/full-time status, name, SSN, hire/term date) to the Enrollment System via Demographic File. (Frequency of entering demographic information varies by company, but weekly is common.)

ENROLLMENT SYSTEM
sends a Payroll File to ABC Company.

ABC COMPANY
sends a Contribution File to WEX via SFTP site or the employer online account during each payroll cycle to fund participant accounts.

ABC COMPANY
works out any errors in the Contribution File to ensure participant accounts are funded correctly.

WEX
makes funds available in participant accounts.

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