

Using your FSA is easy but...

Don't forget to save your receipts! Because the Flexible Spending Accounts are tax-favored benefits, IRS regulations require that all FSA expenses are validated. As your FSA administrator, we use all available technology to attempt to automatically validate your expenses. If your claim is unable to be automatically validated, additional documentation is required to verify that your expense qualifies for reimbursement under your FSA/HRA plan.

Documentation should consist of the following details:

1. Provider/Merchant Name
2. Patient Name
3. Date of Service (i.e. the date on which the service was provided, not the date the service was paid for)
4. Description of Service
5. Amount Paid

Some examples of acceptable forms of documentation include patient ledgers, detailed invoices, and explanation of benefits (EOB).

Maximize your savings!

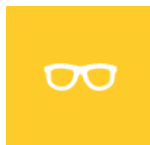
Using your benefits card is the quickest and most convenient way to get reimbursed for your FSA expenses. There is a variety of products and services you can use FSA funds on such as:



Copays and
Deductibles
Expenses



Prescription
Copays



Prescription
Eyewear and
Contacts



Dental
Deductibles
and Copays



Over the
Counter
Products*

*Includes bandages, foot care, menstrual care, hearing aids, thermometers, etc.

& much more! Please visit www.fsastore.com/fsa-eligibility-list for full list of FSA eligible expenses.

Important Reminders:

- FSA funds are "Use it or Lose it"
- FSA funds must be used within the applicable plan year.

Please refer to your employer's plan information sheet for specific plan dates and provisions.

Expenses Not Eligible:

- Cosmetic procedures
- Insurance premiums
- Eyewear protection plans
- Teeth whitening treatments

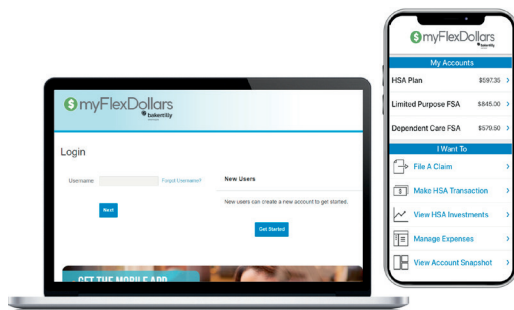
The myFlexDollars website and mobile app makes it easy to track and upload your receipts!

To Submit Your Receipt on myFlexDollars.com:

- Log on to myFlexDollars.com.
- Click on the applicable claim under Tasks on the myFlexDollars homepage.
- On the next screen, click the Upload Receipt link.
- A pop-up box will then appear. Click on the Choose File button to locate the file on your computer.
- Click the Submit button.

To Submit Your Receipt Using the Mobile App:

- Log in to the myFlexDollars mobile app.
- Click on Messages at the bottom of the Screen.
- In the Message Center, click on the appropriate claim.
- Click New Receipt on the bottom of the screen.
- Your device's camera will automatically open. Simply take a photo and click Use Photo.



Follow these four (4) simple steps to gain access to myFlexDollars

- 1 Go to **myFlexDollars.com** and select **Get Started**.
2. Verify your User Information (First Name, Last Name, Zip Code and SSN) Important! This information needs to match what your employer has on file.
3. Set up your five (5) Security Questions.
4. Create your Username and Password.

Download the FREE myFlexDollars mobile app

