



Congratulations! You are officially enrolled in a spending/reimbursement account. Get ready to open the door to some serious tax savings. Your key is myFlexDollars, a powerful set of tools and resources that you can use to manage your funds starting TODAY. **Ready to take your next step?** Read on...



Log In To myFlexDollars

We recommend you create your online account at myFlexDollars.com. It doesn't take long and it will allow you to manage your account.



Watch For The Card

Your benefits card is your most convenient method of paying for qualifying expenses. When you use benefits card, you get reimbursed immediately. Be sure to activate and sign your card before using it.



Download The App

If you have an iPhone®, iPod Touch®, iPad®, or Android®-powered device, you can use this FREE app to manage your account on the go! To download the app, visit your app store & search "myFlexDollars."

Have questions about your account? Contact the Employee Benefits Center.
We're here to help! Call 1-800-307-0230 between 8:30 am - 5:30 pm ET.



Get To Know Your Account

While on myFlexDollars.com, familiarize yourself with your account:

- > View your eligible amounts (your election amounts)
- > Learn about claim payout frequency
- > Sign up for direct deposit
- > Shop eligible products
- > View your final service and filing dates
- > Sign up for text messages and email alerts
- > Check your account balance



There Are 3 Convenient Ways To Submit Claims:



The Benefits Card

Using your benefits card is the quickest and most convenient way to get reimbursed.

Every time you swipe your card for an eligible expense, it automatically draws funds from your account - so there is no need to wait for reimbursement.



myFlexDollars.com

You can submit your claims conveniently online through www.myFlexDollars.com

You will receive reimbursement by check or direct deposit.



myFlexDollars Mobile App

The myFlexDollars Mobile App allows you to submit a claim on-the-go. Using your mobile device, simply choose the account type, the date, and the amount of your expense. Then use your device to take a picture of your receipt and upload it.

Keep Your Detailed Statements!



When submitting a claim through the website or mobile app, you'll need to upload receipts to validate your expenses are eligible. When using your benefits card, your eligible expenses can be verified on the spot most of the time. In some instances, we'll need to validate your services/purchases as eligible. So, it's really important to save all of your account-related statements **just in case**.

Most Importantly, Check Out Your SPD!



Your Summary Plan Description (SPD) and corresponding Plan Information Sheet are very specific to your plan. You should review this document to understand the plan's provisions and requirements. The SPD and corresponding Plan Information Sheet are the binding plan document and a critical resource for any questions you might have. You can access your SPD on myFlexDollars.com in the Tools & Support section or contact 1-800-307-0230 to request a printed copy.