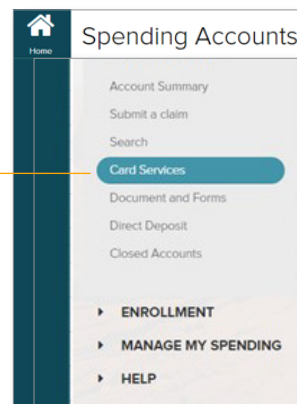


Flexible Spending Account Debit Card Validation User Guide

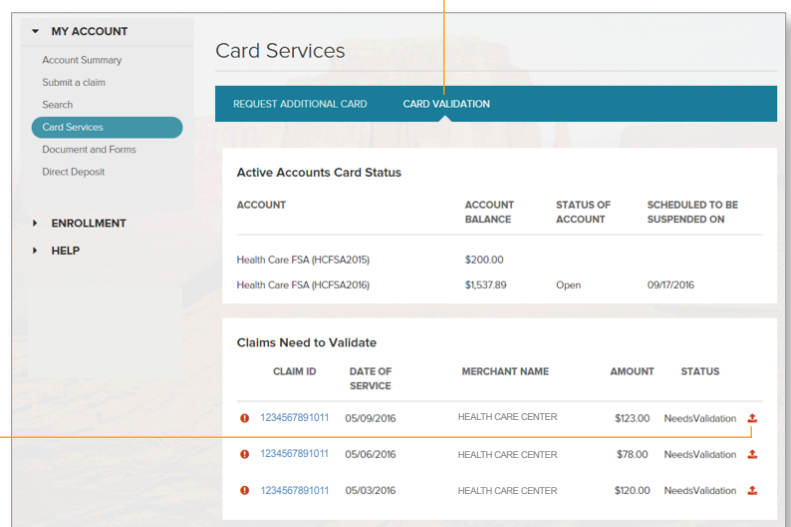
HOW TO VALIDATE A DEBIT CARD TRANSACTION

If you received a Card Swipe Validation Request after using your debit card to pay for an eligible out-of-pocket expense, visit <https://myspendingaccount.wageworks.com>, log into your account and follow these easy steps to validate your card transaction online.

Select Card Services from the main menu to begin.



Select Card Validation from the menu at the top. Transactions that need to be validated are listed. Click on the claim you want to validate by selecting the red upload icon next to the claim.



NOTE: You can also look for the validation icon in other places on the website, including the claims page and claims detail page. Selecting this icon anywhere on the website will take you to the substantiation page.

Select Find Receipt to choose an itemized receipt or explanation of benefits (EOB) you saved to your computer.

Once your document is attached, the name of the document will display. Select Submit.

IMPORTANT! Images of your documentation must be in .PDF, .TIF or .JPG format. Save the images to a convenient location on your computer, such as your desktop.

CLAIM ID	DATE OF SERVICE	MERCHANT NAME	AMOUNT	STATUS
1234567891011	05/09/2016	HEALTH CARE CENTER	\$123.00	NeedsValidation

Once you upload your documentation, the status box will display "Receipt has successfully been uploaded."

You may login and review the status of your validation. WageWorks® will only notify you if there is further action needed.

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1234567891011	05/09/2016	HEALTH CARE CENTER	\$123.00	NeedsValidation

