

Spending Account Website User Guide

Spending Accounts

Home

MY ACCOUNT

Account Summary

Submit a claim

Search

Card Services

Document and Forms

Direct Deposit

MANAGE MY SPENDING

HELP

Your claim has been received and is waiting to be processed

VIEW

Alerts to keep you informed

Account Summary

SUBMIT A CLAIM

Health Care Flexible Spending Account 2016 \$2,375.00

Elected Amount \$2,500.00

Paid Claims \$0.00

Payments to be released -\$125.00

VIEW DETAILS

Even more account details

Account balances are easy to find

HCFS2016 \$2,500.00

Balance \$2,375.00

Action icon provides additional account info

← SUMMARY

Health Care Flexible Spending Account 2016 Account Details

Elected Amount \$2,500.00 - Paid Claims \$0.00 - Payments to be Released \$125.00 FINAL BALANCE \$2,375.00

ACCOUNT DETAILS CLAIMS PAYMENTS CONTRIBUTIONS ADJUSTMENTS

DOWNLOAD PRINTABLE VERSION

RECEIPT NUM	CLAIM ID	SOURCE	TYPE	DATE	REQUESTED	PAID
	013664334008	Manual Claim	Health Care	8/2/2016	\$125.00	\$0.00

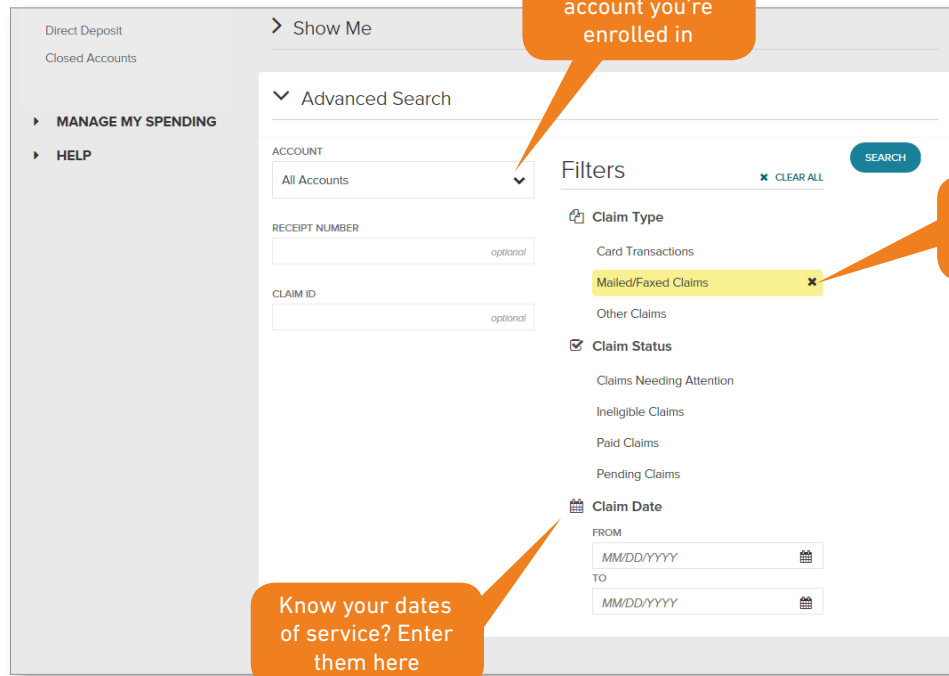
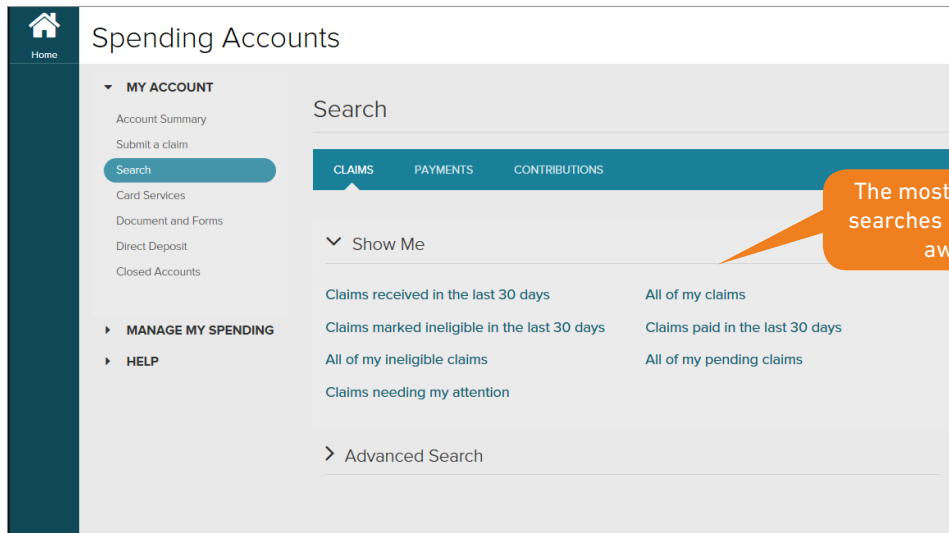
Legend: ✓ Paid ✗ Pending ! Needs Validation ⚡ Ineligible

Download transactions to a spreadsheet

Click here for more transaction-specific details

IMPORTANT: Card transactions with this icon must be validated Save your receipts!

Spending Account Website User Guide



Spending Account Website User Guide

FREQUENTLY ASKED QUESTIONS

Q. Why was only a portion of my expense reimbursed?

A. You may need to submit additional validation to determine if this expense is eligible. You can find out more by looking up the specific claim using the “Search” tool.

Q. How long does it take to receive a claims pending payment?

A. The time it will take to receive your payment can be found in the “Claim Details” section. The fastest way to receive a reimbursement is always direct deposit.

Q. What information about my claim can be found online?

A. In addition to the amount, information about the account used, method of payment, and the method of reimbursement can all be found online.

Q. Does my paid claim amount include my card swipes?

A. Yes, your paid claims includes card swipes.

Q. How do I view only those claims that need my attention?

A. Click the “Advanced Search” tab and select “Claims Needing Attention”.

