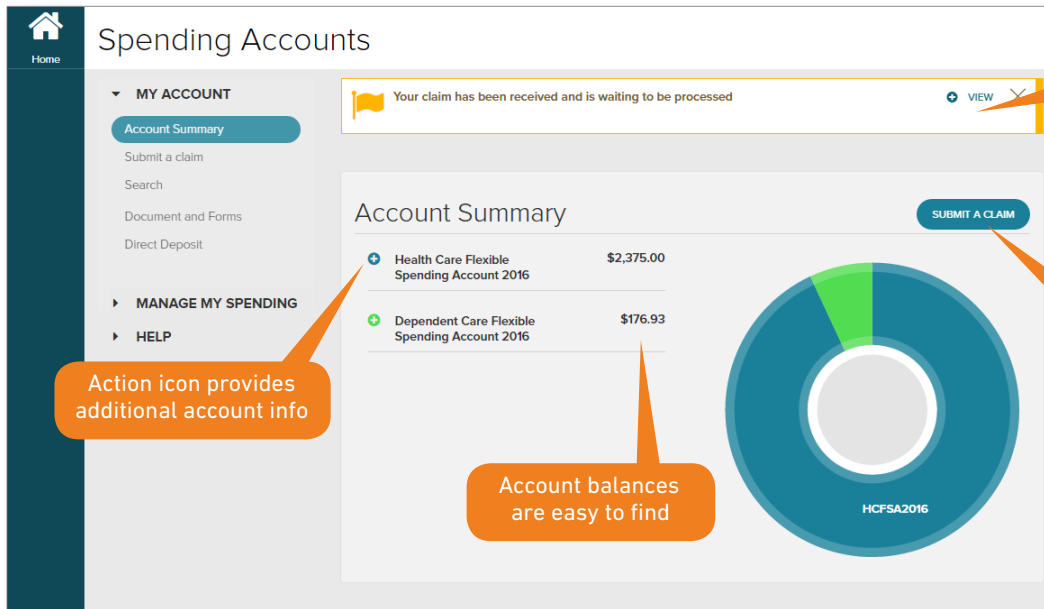


Spending Account Website User Guide



Spending Accounts

Home

MY ACCOUNT

- Account Summary
- Submit a claim
- Search
- Document and Forms
- Direct Deposit

MANAGE MY SPENDING

HELP

Your claim has been received and is waiting to be processed [VIEW](#)

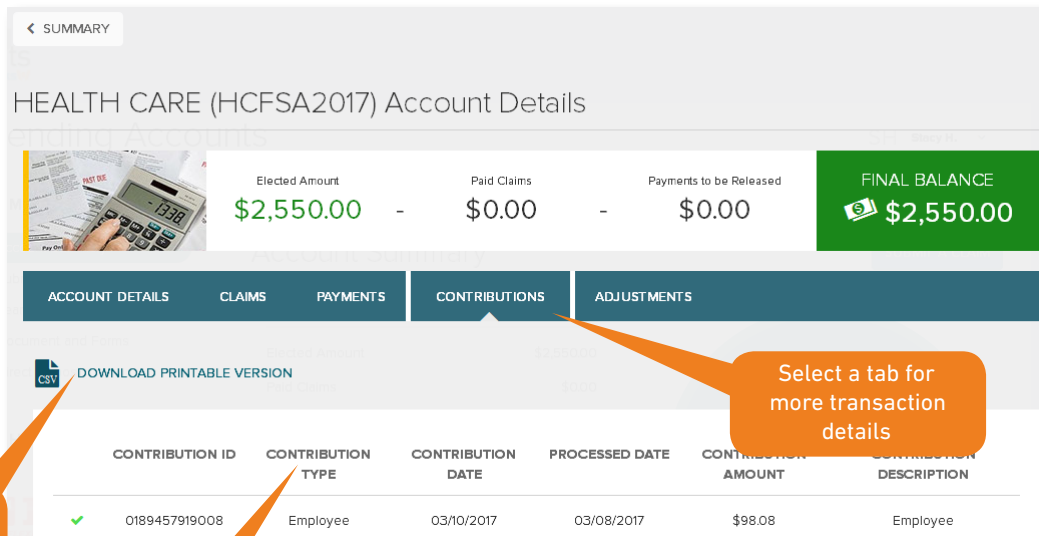
Account Summary [SUBMIT A CLAIM](#)

- Health Care Flexible Spending Account 2016 \$2,375.00
- Dependent Care Flexible Spending Account 2016 \$176.93

HCFA2016

Callouts:

- Alerts to keep you informed (points to the claim status banner)
- Action icon provides additional account info (points to the plus icon next to the account list)
- Account balances are easy to find (points to the account list)
- Click to submit a claim (points to the SUBMIT A CLAIM button)



HEALTH CARE (HCFA2017) Account Details

Elected Amount: \$2,550.00 - Paid Claims: \$0.00 - Payments to be Released: \$0.00 **FINAL BALANCE: \$2,550.00**

ACCOUNT DETAILS | CLAIMS | PAYMENTS | **CONTRIBUTIONS** | ADJUSTMENTS

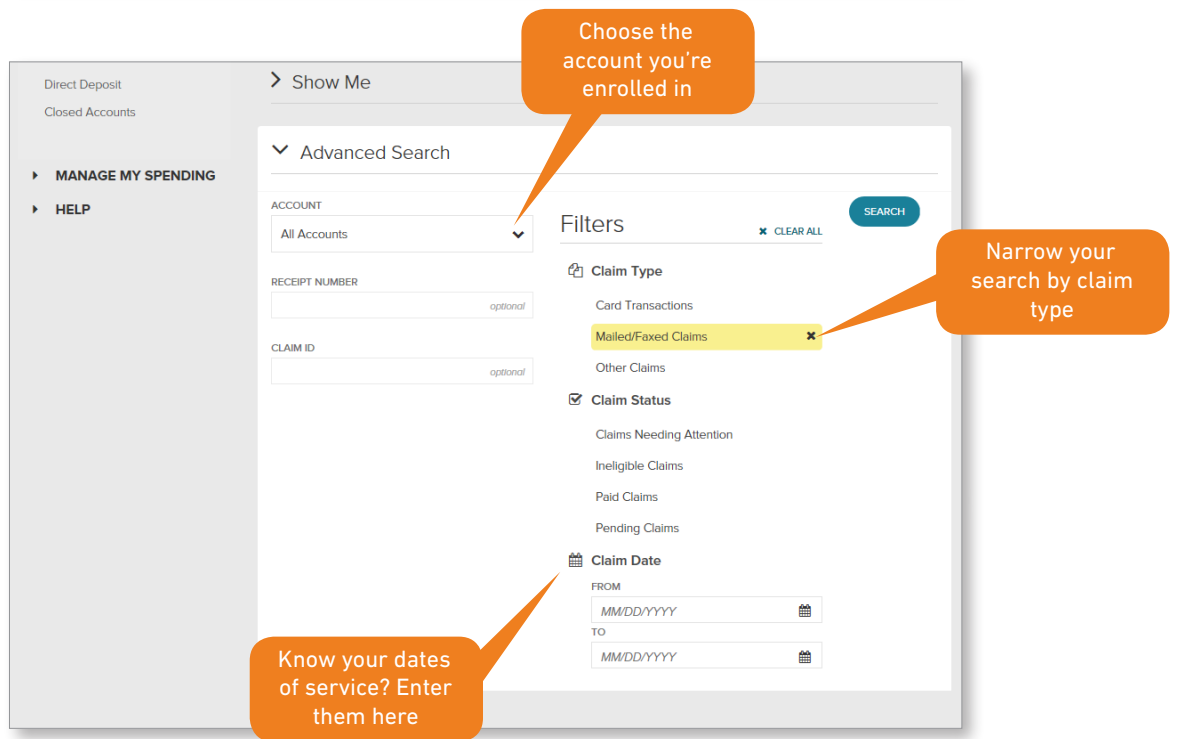
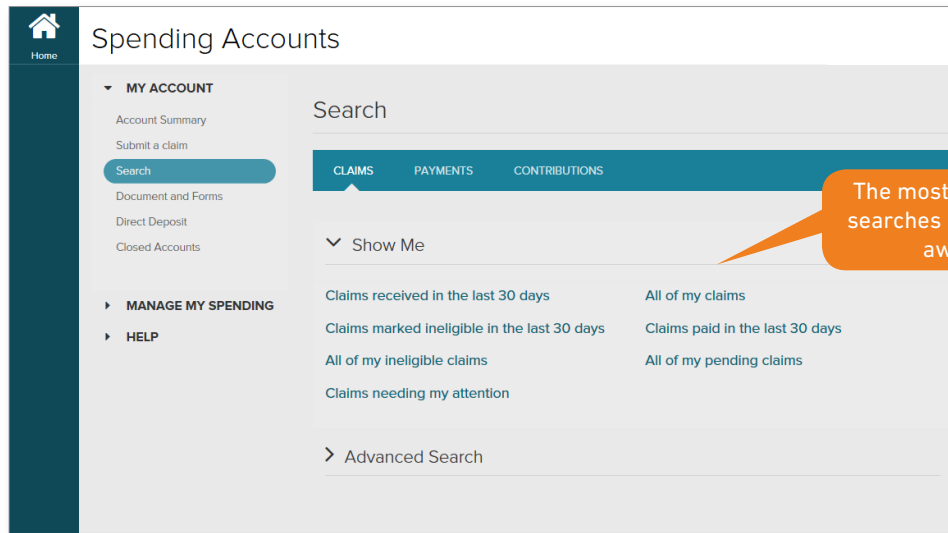
[DOWNLOAD PRINTABLE VERSION](#)

CONTRIBUTION ID	CONTRIBUTION TYPE	CONTRIBUTION DATE	PROCESSED DATE	CONTRIBUTION AMOUNT	CONTRIBUTION DESCRIPTION
0189457919008	Employee	03/10/2017	03/08/2017	\$98.08	Employee

Callouts:

- Download transactions to a spreadsheet (points to the CSV download button)
- Click here for more transaction-specific details (points to the contribution row)
- Select a tab for more transaction details (points to the CONTRIBUTIONS tab)

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

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

