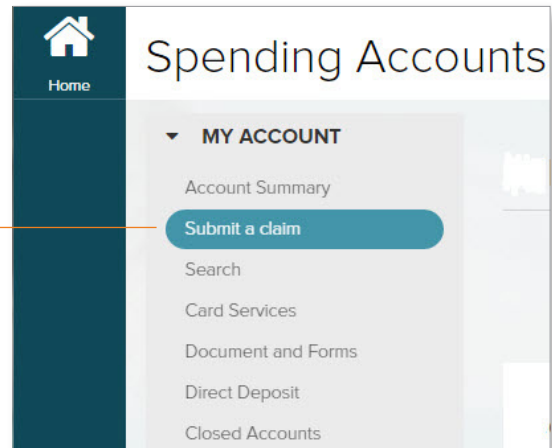


Flexible Spending Account Online Claims Submission User Guide

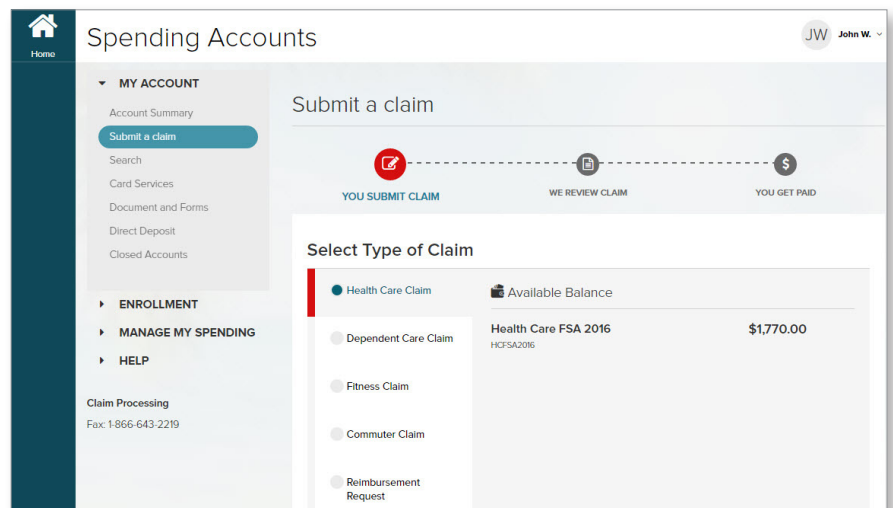
A FASTER, EASIER WAY TO SUBMIT CLAIMS

FSA participants can enter claim data online and upload images of scanned documentation for both manual claims and debit card transaction validation requests.

Once you log in to the spending account web site, you will have the option to enter claim data online. Click Submit a Claim from the main menu to begin.



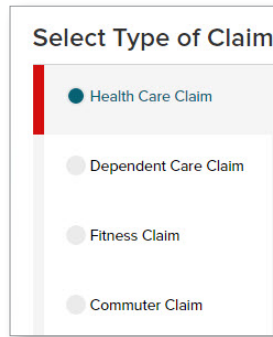
After clicking Submit a Claim, you will see this screen.



CLAIM TYPE

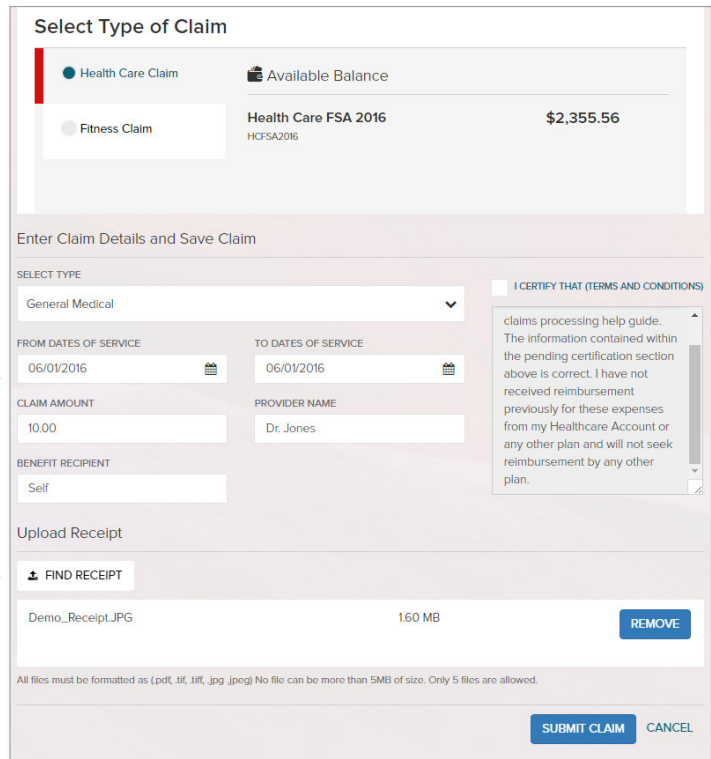
Based on the accounts you are enrolled in, you may see the following options:

- Health Care FSA
- Dependent Care FSA
- Commuter, or
- Fitness



Select the claim type and complete all Claim Detail fields:

Note: The Claim Detail fields change depending on the claim type you select. Make sure all fields are complete before continuing including the Certification check box.



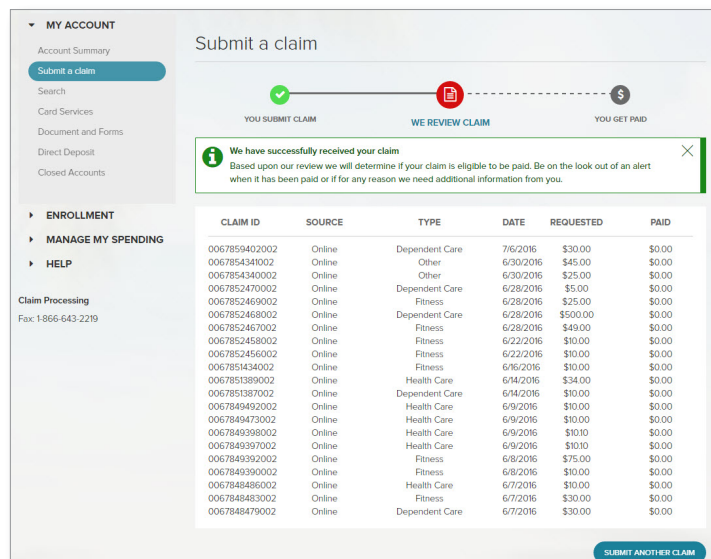
UPLOADING RECEIPTS

Click Find Receipt to begin the uploading process. All files must be formatted as .pdf, .tif, .tiff, .jpg, .jpeg. File size cannot exceed 5MB and only five receipt files are allowed.

Once the file appears in the window, click Submit Claim. After the claim is submitted, you will receive a message that WageWorks® has successfully received the claim.

ATTENTION MAC USERS! If you are using Google Chrome on a Macintosh, you must drag and drop the receipt file directly onto the Upload button to successfully upload the receipt.

After the claim has been submitted, you will then see a submission timeline and a summary of claim expenses. You also have the option of submitting another claim.



CLAIM ID	SOURCE	TYPE	DATE	REQUESTED	PAID
0067859402002	Online	Dependent Care	7/6/2016	\$3000	\$0.00
0067854341002	Online	Other	6/30/2016	\$45.00	\$0.00
0067854340002	Online	Other	6/30/2016	\$25.00	\$0.00
0067852470002	Online	Dependent Care	6/28/2016	\$5.00	\$0.00
0067852469002	Online	Fitness	6/28/2016	\$25.00	\$0.00
0067852468002	Online	Dependent Care	6/28/2016	\$5000.00	\$0.00
0067852467002	Online	Fitness	6/28/2016	\$490.00	\$0.00
0067852458002	Online	Fitness	6/22/2016	\$10.00	\$0.00
0067852456002	Online	Fitness	6/22/2016	\$10.00	\$0.00
006785434002	Online	Fitness	6/16/2016	\$10.00	\$0.00
0067851389002	Online	Health Care	6/14/2016	\$34.00	\$0.00
0067851387002	Online	Dependent Care	6/14/2016	\$10.00	\$0.00
0067849492002	Online	Health Care	6/9/2016	\$10.00	\$0.00
0067849473002	Online	Health Care	6/9/2016	\$10.00	\$0.00
0067849398002	Online	Health Care	6/9/2016	\$10.00	\$0.00
0067849397002	Online	Health Care	6/9/2016	\$10.00	\$0.00
0067849392002	Online	Fitness	6/8/2016	\$75.00	\$0.00
0067849390002	Online	Fitness	6/8/2016	\$10.00	\$0.00
0067848486002	Online	Health Care	6/7/2016	\$10.00	\$0.00
0067848483002	Online	Fitness	6/7/2016	\$30.00	\$0.00
0067848479002	Online	Dependent Care	6/7/2016	\$30.00	\$0.00

VALIDATING A CARD TRANSACTION

You can identify card swipes that need attention by clicking Card Services from the main menu and then Card Receipt Request. Claims needing validation will appear at the bottom of the page. To upload the receipt, click on the red arrow to the right of the Status column.

The screenshot shows the 'Spending Accounts' dashboard. On the left is a navigation menu with 'MY ACCOUNT' (Account Summary, Submit a claim, Search, Card Services, Document and Forms, Direct Deposit, Closed Accounts), 'ENROLLMENT', 'MANAGE MY SPENDING', and 'HELP'. The main content area is titled 'Card Services' and has two tabs: 'REQUEST ADDITIONAL CARD' and 'CARD RECEIPT REQUEST'. Below the tabs is a table for 'Active Accounts Card Status' with columns: ACCOUNT, ACCOUNT BALANCE, STATUS OF ACCOUNT, and SCHEDULED TO BE SUSPENDED ON. The table lists three accounts: Health Care FSA (HC FSA 2016) with a balance of \$1,770.00 and status 'Open'; Health Savings Account (HSA) with a balance of \$4,140.00 and status 'Open'; and Parking Direct Pay (PRP 2016) with a balance of \$300.00 and status 'Open'. Below this is a section for 'Claims Need to Validate' with a table containing columns: CLAIM ID, DATE OF SERVICE, MERCHANT NAME, AMOUNT, and STATUS. One claim is listed: CLAIM ID 0067848478008, DATE OF SERVICE 02/06/2016, MERCHANT NAME ANGELICA R ROHNER DMD BIRMINGHAM AL, AMOUNT \$510.00, and STATUS NeedsValidation. A red arrow icon is visible next to the status.

After clicking the red arrow, a window will open allowing you to submit the receipt for the transaction that needs validating.

The screenshot shows the 'CARD RECEIPT REQUEST' window. At the top, it says '1 Your claim has been received but requires receipt documentation'. Below this is a table with columns: CLAIM ID, DATE OF SERVICE, MERCHANT NAME, AMOUNT, and STATUS. The claim listed is: CLAIM ID 0067848478008, DATE OF SERVICE 02/06/2016, MERCHANT NAME ANGELICA R ROHNER DMD BIRMINGHAM AL, AMOUNT \$510.00, and STATUS NeedsValidation. Below the table is an 'Upload Receipt' section with a 'FIND RECEIPT' button and a file upload area. A note at the bottom states: 'All files must be formatted as (.pdf, .tif, .iff, .jpg, .jpeg) No file can be more than 5MB in size. Only 5 files are allowed.' A 'SUBMIT' button is in the bottom right corner.

ADVANCED SEARCH

Unable to find your claim? Select Search from the main menu then the Advanced Search drop down. You can apply several search filters such as card transactions or claims needing attention.

The screenshot shows the 'Advanced Search' interface. On the left is a navigation menu with 'Search' (Card Services, Document and Forms, Direct Deposit, Closed Accounts), 'ENROLLMENT', 'MANAGE MY SPENDING', and 'HELP'. The main content area has tabs for 'CLAIMS', 'PAYMENTS', and 'CONTRIBUTIONS'. Below the tabs is a 'Show Me' dropdown and an 'Advanced Search' section. The 'Advanced Search' section has input fields for ACCOUNT (set to 'All Accounts'), RECEIPT NUMBER (optional), and CLAIM ID (optional). To the right is a 'Filters' section with a 'CLEAR ALL' button and a 'SEARCH' button. The filters include: 'Claim Type' with 'Card Transactions' selected; 'Claim Status' with 'Claims Needing Attention' selected; and 'Claim Date' with 'FROM' and 'TO' date pickers.

