

Welcome! How to access your FSA information online 24/7...

As a Flexible Spending Account participant, you have real-time, 24-hour access to FSA balance information, claim status, forms, online claim submission, and your entire account history. **Easy as 1, 2, 3!**

Online: **www.benesyst.NET**

Benesyst supports Internet Explorer (PC), Firefox (PC) and Safari (Mac) web browsers

Click LOGIN in the upper right hand corner

We have simplified our sign in process.

Login here for FSA, COBRA and Other Services

Log In

User Name:

Password:

Log In

Create an Account

Forgot your password?

1

First-time users should click **Create an Account** and follow the instructions to establish a password

Welcome Back
What would you like to do today?

Participant Menu

Click **View My Personal Spending Account Services Information** to proceed to the Spending Account Services Dashboard

View My Personal Spending Account Services Information

Manage **Direct Deposit Options** (if applicable)

2

Setup or Update My Direct Deposit Information

Update my Account Information

Change your password, update security question

Go Green! Receive Paperless Updates

Manage your **Go Green!** Options for paperless updates:

- Email me confirmations when faxes are received
- Email me direct deposit vouchers and statements (if applicable)

Spending Account Services Dashboard

Account Information By Plan Year

2011 | Medical Flex

01/01/2011 - 03/15/2012 - Any eligible claims must have been incurred within this date range

Annual Election Amount: \$1,000.00

Claims Received this Plan Year: \$366.02

Claims Paid this Plan Year: \$366.02

Contributions to this Plan Year: \$596.71

Account Balance: \$633.98
(Plan year runout date is 03/15/2012)

Card Status: **Active**

View Your Itemized Account Information...

Recent Account Transactions 2011- Medical Flex

Summary	Claims	Disbursements	Card
Date	Type/Status	Amount	Description
07/13/2011	Purchase	-25.00	SPRINGDALE PEDIATRICS 11360 SPRINGFIELD CINCINNATI US
07/13/2011	Settlement	25.00	SPRINGDALE PEDIATRICS
06/27/2011	Settlement	20.00	SPRINGDALE PEDIATRICS
06/22/2011			

This is a summary of recently processed claims

Drop-down menus allow you to access previous plan year info and to switch between your Dependent Daycare and Healthcare FSA (if applicable)

Itemized claim history details by plan year

Itemized listing of **Recent Account Transactions** by type: Summary, Claims, Disbursements, Card

Check **Benesyst Benny™** Status or Activate your Card (if applicable)

Request a Reimbursement (Claim)

Healthcare FSA Online Claim Wizard

Daycare FSA Online Claim Wizard

Print Health Care FSA Reimbursement Request Form

Print Daycare FSA Reimbursement Request Form

Please do not use a highlighter on your receipts.

Most Recent Faxed / Online Claims

Please allow 4-6 business hours for verification of claim received via fax to appear online..

Date Received	Claim ID	Details	Status
7/29/2010	561196	[3 pages]	
7/20/2010	555182	[12 pages]	
7/20/2010			
7/20/2010			
7/20/2010			
7/20/2010	555208	[0 pages]	
5/8/2010			
5/7/2010			
1/20/2010			

FSA Claim Wizard allows you to submit claims through the website in a step-by-step fashion, allowing you to upload scanned images of IRS required documentation. The Wizard also allows you to print a bar-coded fax cover sheet to fax the required documents to Benesyst

“Claim Tracker” shows the status of claims received, including claims in process

Access Healthcare FSA & Dependent Care FSA Reimbursement Request Forms (if not using the Online Claim Wizard) to fax or mail to Benesyst

Reference materials including: Frequently asked questions, lists of eligible and non-eligible expenses, participating paperless merchants, forms, plan information, reference materials and Tax Savings Calculator.

Mobile Phone or PDA access: **www.benesyst.net/mobile**

Streamlined version of the FSA participant website designed for use with Internet-enabled mobile phones or PDA devices provides: account balance, annual elections, claims paid, phone and email contact information.

Submit Claims Online with Easy Online FSA Claim Wizard

Looking to reduce claims paperwork?

The Online FSA Claim Wizard is easily accessible from the Spending Account Services Dashboard at www.benesyst.NET

Three easy steps!

1

Spending Account Services Dashboard

Account Information By Plan Year
2011 Medical Flex

Recent Account Transactions
2011 Medical Flex

Summary	Class	Reimbursement	Benefit Card
07/13/2011	Purchase	-25.00	SPRINGDALE PEDIATRICS 1130 SPRING CIRCINATI US
07/13/2011	Settlement	25.00	SPRINGDALE PEDIATRICS
06/27/2011	Settlement	20.00	SPRINGDALE PEDIATRICS
06/22/2011	Settlement	30.00	KROGER #384
06/22/2011	Settlement	40.00	BRIDGEPONTE

2

Request a Reimbursement (Claim)

Healthcare FSA Online Claim Wizard

Daycare FSA Online Claim Wizard

Most Recent Faxed / Online Claims

Date Received	Claims ID	Details	Status
7/29/2010	501198	(3 pages)	
7/20/2010	555182	(12 pages)	
7/20/2010	555183	(0 pages)	
7/20/2010	555187	(0 pages)	
7/20/2010	555191	(0 pages)	
7/20/2010	555208	(0 pages)	
5/7/2009		(15 pages)	
5/7/2009		(4 pages)	

From the Spending Account Services Dashboard Click on Healthcare or Daycare FSA Online Claim Wizard

3

Introduction → Expense Entry Form → Review → Submit

Expense Entry Form

Please enter information for each of your claim items. When you are finished entering information for an item, click the "Add Expense" button to add it to your claim. When you are finished entering items, click "Continue" to review your claim.

Date of Service:

Name of clinic or store:

Expense Type:

Specific Item Description:

Person for whom expense incurred:

Total out of pocket cost: \$

Click this button to add the above item to your items list below.

Add Expense

Reimbursement Request Items Listing

- Wizard shows current stage of claim submission
- Simply enter **Date of Service** (must be in current plan year or grace period) and name of provider or store
- Online Guidance on FSA Eligible Expenses
- Total must match amount on receipt or Explanation of Benefits (EOB)
- Click **Add Expense** to continue

The Claim Wizard guides you through the claim submission process, with online guidance on expense eligibility.

3

Employer: BENESYST, INC.

Daytime Phone Number:

Email Address:

Print Cover Sheet
Attach copies of documentation/receipts and fax or mail. [View Example]

Upload Scanned Documentation/Receipts
Upload copies of documentation/receipts as image files or PDF documents.

Participant's Statement PLEASE READ CAREFULLY: By submitting this form, I certify that all expenses for which reimbursement or payment is requested by submission of this form were incurred/rendered during a period while I was covered under the Company's Flexible Spending Account Plan with respect to such expenses and that the health care expenses are for medical care and, if applicable, have not been reimbursed by me, or someone else, under any other health care plan.

Go Back **Submit**

Once your expenses have been entered, you can select **Upload Scanned Documentation/Receipts** to submit online, or **Print Cover Sheet** for a bar-coded fax cover sheet that ensures rapid processing and eliminates the need for a Social Security Number on the Fax.

You can setup more than one account, however only one account can be active. Simply have your check book available and click **Add Bank Account** and submit the account and routing numbers from your check. Be sure to click "Save Bank".

Set Up Direct Deposit (ACH) Online

Welcome Back
What would you like to do today?

Participant Menu

- View My Personal Spending Account Services Information
- Setup or Update My Direct Deposit Information
- Update my Account Information
- Go Green! Receive Paperless Updates

From the Welcome Screen, select **Setup or Update My Direct Deposit Information**

If Direct Deposit is offered in your plan, you can enroll and submit your banking information online. From the Welcome Screen, click **Setup or Update My Direct Deposit Information**.

You can setup more than one account, however only one account can be active. Simply have your check book available and click **Add Bank Account** and submit the account and routing numbers from your check. Be sure to click "Save Bank".

Bank Details

Bank Name:

Account Type: Checking Savings

Routing Number:

Account Number:

Confirm Routing Number:

Confirm Account Number:

Save Bank

- Enter your bank's name and account type
- Find your direct deposit Routing and Account numbers directly from your current check