

Get To Know Your Account



myFlexDollars website

While on myFlexDollars.com you can access tools and resources that will help you with your spending. This includes eligible expense lists, claim payout frequency, final service date, final filing date and your real-time account balance. Visit the Resources section of the website to access robust plan information and links.



myFlexDollars Mobile App

The myFlexDollars Mobile App allows you to file claims on-the-go. Simply choose the account type, the date, and amount of your expense. You can use your device to take a picture of your itemized bill and upload it.

Be sure to use the Eligible Expense Scanner when shopping to find eligible products. The scanner on the app allows you to take a photo of the item's barcode you wish to purchase. You will get immediate verification of whether or not the expense is eligible under IRS regulations.

Important Notices

Summary Plan Description (SPD)

Your Summary Plan Description (SPD) and corresponding Plan Information Sheet are very specific to your plan. You should review this document to understand the plan's provisions and requirements. The SPD and corresponding Plan Information Sheet are the binding plan document and a critical resource for any questions you might have. You can access your SPD on myFlexDollars.com in the Resources section or by contacting 1-800-307-0230 to request a printed notice.

Privacy Notice

Baker Tilly Vantagen is committed to protecting your health information. Our policy and privacy notice can be accessed online in the Resource center of myFlexDollars.com. You may also request a printed notice at any time by contacting the Employee Benefits Center at 1-800-307-0230.

Accessing Your Account

We are pleased to inform you that your spending/reimbursement account enrollment is complete. You can begin using your funds to pay for qualifying expenses starting on your benefits effective date.

This consumer guide lays out the steps you can take now to maximize your account experience. It points you to the tools you can use to stay connected to your account, your reimbursement options and identifies the places you can go to obtain additional information and assistance.

Your Login Information

When you log in for the first time, you will use a pre-assigned username and password. After logging in, you will be prompted to change your username and password to your liking.

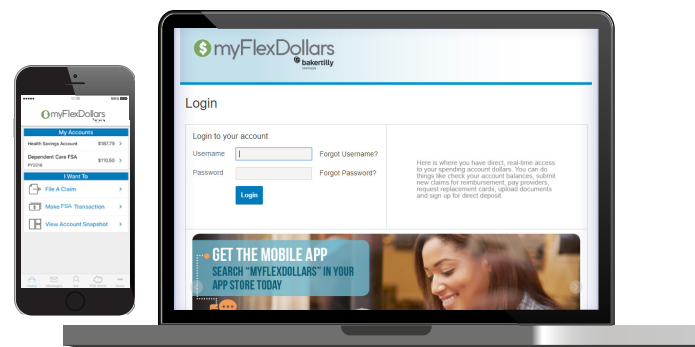
Visit: myFlexDollars.com

Enter Your Initial Username:

First Initial + Last Name + Last four digits of your Social Security Number (Example: **jdjoe1234**)

Enter Your Initial Password: dollars

If you need help logging in for the first time, please contact our Employee Benefits Center at **1-800-307-0230**.



Smart-Spender Checklist



There are steps you can take now to be a savvy consumer. Follow this checklist to familiarize yourself with your account and set the path to easy spending!

To-Do List	Completed
▶ Log in to myFlexDollars.com for the first time	
▶ Register your preferred email address under your myFlexDollars.com Profile	
▶ Setup your Notification Preferences <ul style="list-style-type: none"> • Go to your Message Center • Select "Update Notification Preferences" • Choose the notifications you wish to receive and whether you prefer to receive text or email 	
▶ Provide your preferred checking/savings account for reimbursements by setting up a Direct Deposit account under the Banking section of your Profile	
▶ Add your dependents under your Profile	
▶ Download the app by searching "myFlexDollars" in your app store	
▶ Watch for your debit card in the mail; sign and activate your card upon receipt	
▶ Check out the eligible products and services available at FSAstore.com/BTVWM . Use code BTVWEL20 for \$20.00 off your purchase of \$200 or more!	

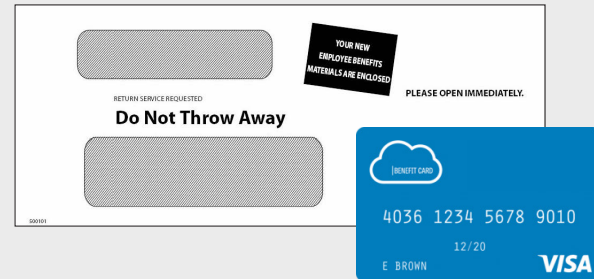
Once you've checked all of these items off your list, you're ready to start spending!

About Your Card

Your benefits card is your most convenient method of paying for qualifying expenses. When you use your benefits card, you get reimbursed immediately by paying your provider directly from your account. Be sure to activate and sign your card before using it.

Your card is mailed separately in a discreet package (pictured below). You will receive two of the same card. You can give the second card to a spouse or dependent child (over the age of 18). If you do not need the second card, you can destroy it or keep it in a safe place. Your card is good for 3 years. Keep your card receipts, statements or itemized bills, as you may be asked to provide proof of eligibility for some items.

Your benefits card package



Your Consumer Guide



Need Support?

email: support@myFlexDollars.com

visit: www.myFlexDollars.com



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