

ACCOUNT FEATURES

Your FSA is accessible online. The following are some of the tools available to you to help manage your account:

- Account balance
- Debit card transactions
- Claims history
- Download forms
- Order additional cards
- File an FSA claim

NOTE: You can also receive email notifications about your account by providing your email address under the "Profile" tab.

ACCOUNT ACCESS

GO TO: www.gdynamic.com and click on "Participant Login II"

Temporary Username: Your first name/state abbreviation/last 5 digits of your SSN (e.g. bonnieme12345)

Temporary Password: Your first initial/state abbreviation/zip code (e.g. bme04105)

You will be asked to create a new username and password after this initial login.

REIMBURSEMENT

There are several ways to receive reimbursement from your FSA:

1. **GDI Debit Card:** You can use the convenience of your GDI Debit Card. IRS regulations require that you save your receipts for these expenses in the event you are asked for a copy to substantiate a card transaction.
2. **Online:** Login to your account and click on "Accounts" and "File claims" to file a FSA claim if you have an expense for which you did not use your debit card. Be sure to have an electronic copy of your receipts so that you can attach them at the time you submit the request.
3. **Paper Claim:** Download an FSA Reimbursement Request Form from the "Forms" tab when accessing your account online. Complete the form, attach documentation and submit your request by one of the following methods:
 - a. **Electronically:** claims@gdynamic.com
 - b. **Fax:** (207)781-3841
 - c. **Postal mail:** Group Dynamic, Inc. 411 US Route One, Falmouth, Maine 04105

ASSISTANCE

Our Reimbursement Team is ready to assist you. Please contact them at (800) 626-3539.