

Get To Know Your Account



myFlexDollars website

Visit myFlexDollars.com to access tools and resources to manage expenses. 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 detailed plan information and links.



myFlexDollars Mobile App

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

Don't forget to use the Eligible Expense Scanner when shopping to find products that qualify as expenses under IRS regulations. Use your mobile device to take a photo of an item's barcode and you'll immediately receive verification as to whether or not it qualifies as an expense.

Important Notices

Summary Plan Description (SPD)

Your Summary Plan Description (SPD) and corresponding Plan Information Sheet are very specific to your plan. 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 may have. Access your SPD on myFlexDollars.com in the Resources section, or call 1-800-307-0230 to request a printed notice.

Privacy Notice

Baker Tilly Vantagen is committed to protecting your health information. To review our policy and privacy notice online, visit the Resource center of myFlexDollars.com. To request a printed notice, call the Employee Benefits Center any time 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.

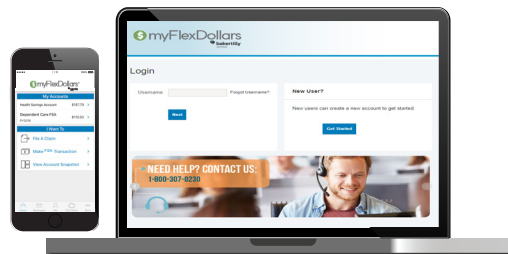
This consumer guide outlines the steps you can take now to maximize your account experience. The guide will help you manage your account, understand your reimbursement options, and connect you with valuable resources for additional information.

Sign on to myFlexDollars

Follow these four (4) simple steps to gain access to myFlexDollars.

- 1 Go to myFlexDollars.com and select Get Started.
- 2 Verify your User Information (First Name, Last Name, Zip Code and SSN) Important! This information needs to match what your employer has on file.
- 3 Set up your five (5) Security Questions.
- 4 Create your Username and Password.

If you need help with your initial login, 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 embark on a 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.	
• Set up 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 BTVWELCOME for \$5.00 off your purchase!	

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

About Your Card

Your benefits card is the most convenient way to pay for qualifying expenses. It allows you to pay your provider directly from your account so you can receive immediate reimbursement. Just be sure to activate and sign your card before using it.

You will receive duplicate cards in discreet packaging in the mail (pictured below). 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, destroy it or keep it in a safe place. Your card is good for 3 years. Some items may require proof of eligibility, so be sure to maintain a file with all card receipts, statements and itemized bills.



c/o The Employee Benefits Center
1200 Abington Executive Park
Clarks Summit, PA 18411



Need Support?

email: support@myFlexDollars.com
phone: 833-559-0002



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Consumer Guide

BE A SAVVY SPENDER!