

Claims Submission Options

Access your Flexible Spending Account online at: www.MYFSAEXPRESS.com

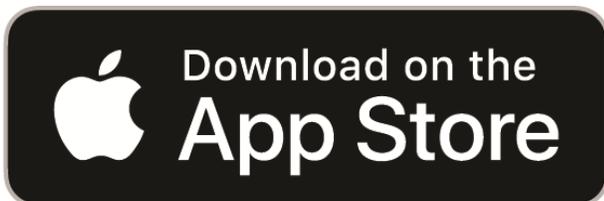
Submit Online Claims:

- Access www.myfsaexpress.com and enter your User ID and Password on the sign-in screen
- On the main Dashboard, hover over the Claims drop down menu and select Submit Claim
- Fill in the required (*) boxes with your claim information and select the Plan Year and Account Type you are seeking reimbursement from
- Upload any necessary documentation related to your claim(s)
- Once complete, click Submit to enter your claim for review

Expedite Your Reimbursement:

- On your personal Direct Deposit Reimbursements Dashboard, select the Get Reimbursed Faster on the right side of your dashboard
- Click "ADD" to edit/change your reimbursement default from Check to Direct Deposit
- Fill in your personal banking information and click Save. Please note: Moving forward, all future reimbursements will be delivered to you via Direct Deposit instead of paper check

 **Get Reimbursed Faster**
Add your bank account for direct deposit reimbursement ⊕ ADD



- Submit claims, review account transactions and balances from the My FSA Express™ mobile app. Available now on the App Store and Google Play
- After downloading the My FSA Express™ mobile app, complete the instructions to create your account
- Your Employer ID Code is: **BEXGLENRIDGE**
- When prompted, enter your 9-digit Social Security Number with no dashes (e.g.888888888)