

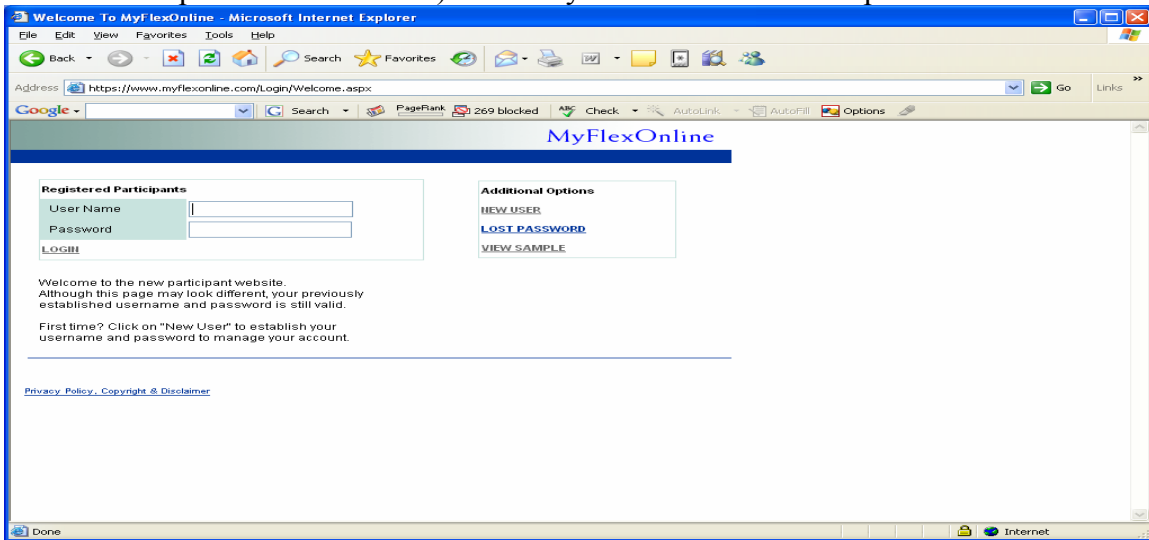


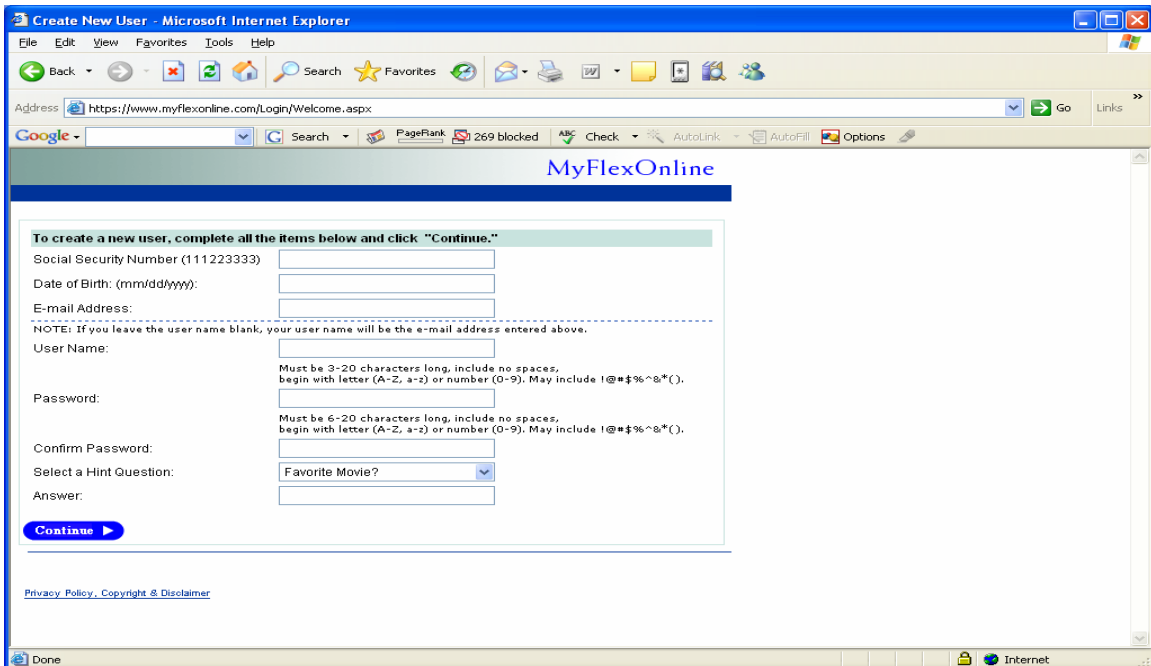
Mailing Address: P.O. Box 43653 Louisville, KY 40253-0653
(502)244-1161 * (800)919-2674 * FAX (502)244-1162
claims@bmsllc.net

www.MyFlexOnline.com

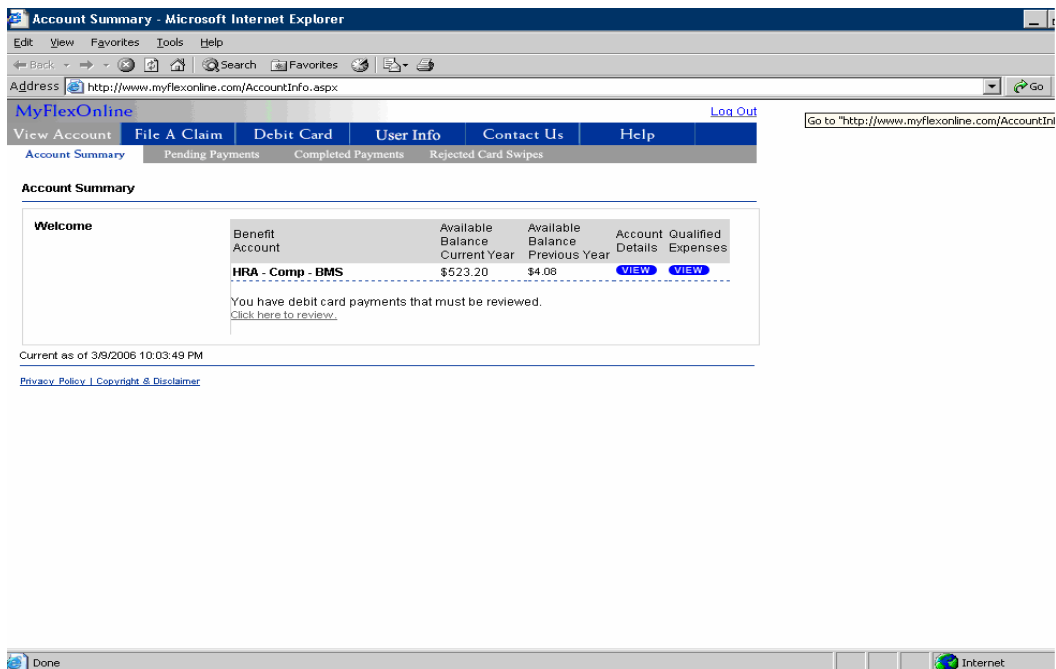
Procedures for Clients of BMS LLC to use for Review of Your Account and to File Substantiations for Debit Card Transactions

1. Visit www.myflexonline.com. (If you have not visited this website before, select “New User” to set up an online account.) Enter in your created name and password.

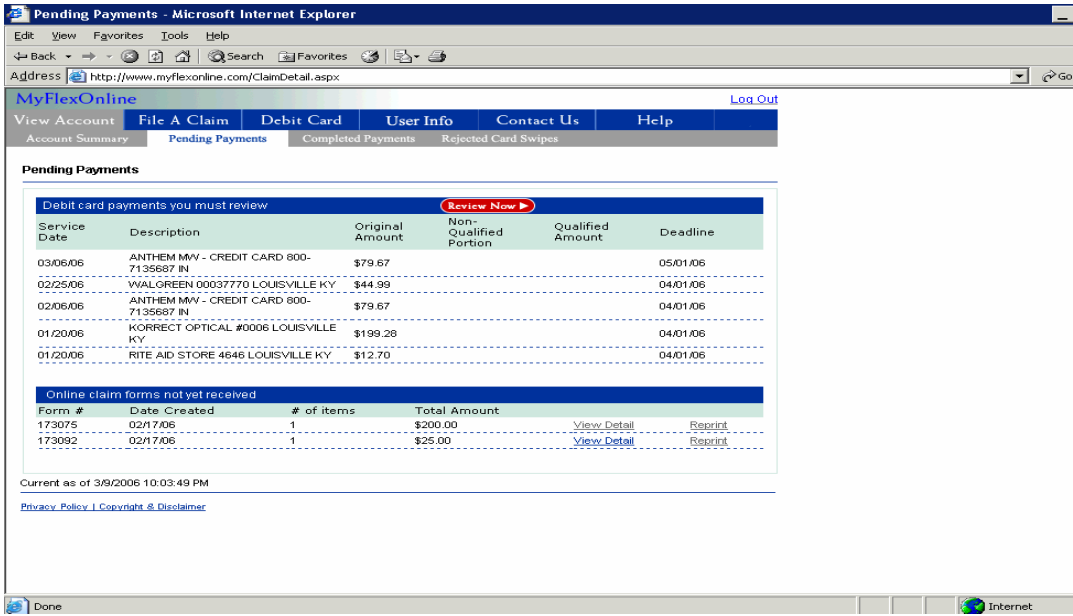




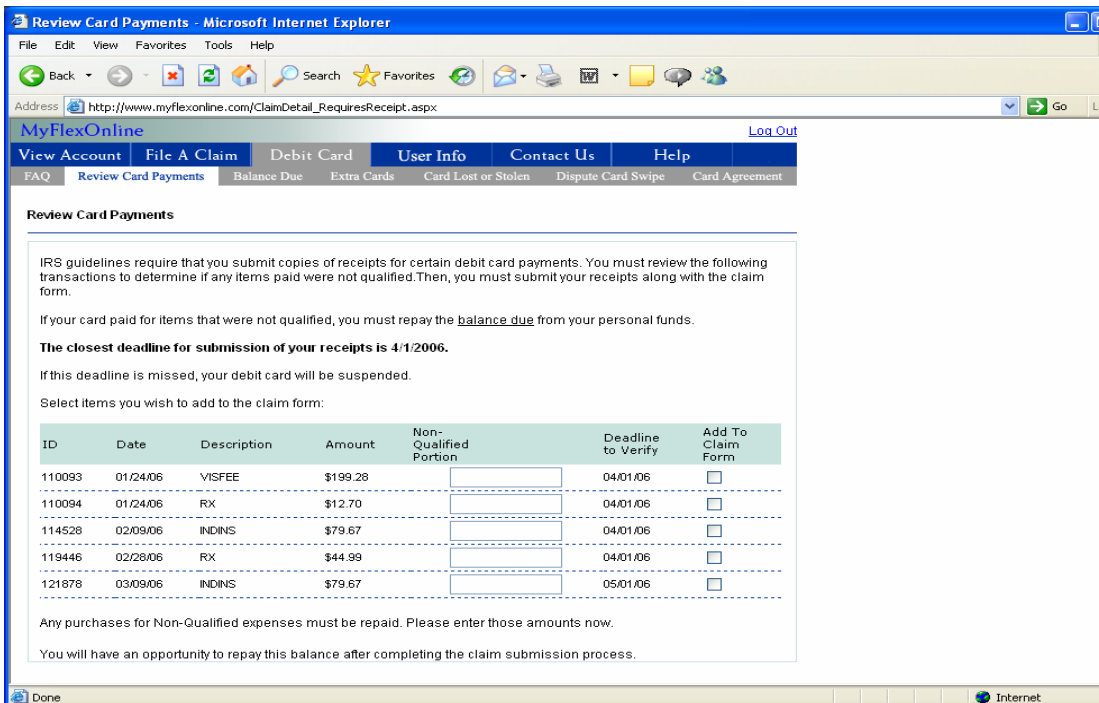
2. Once you login to your account, you will be able to view your account summary and various items including “FILE A CLAIM”, “USER INFO” and “HELP.” The “HELP” button is extremely helpful in outlining how to file claim if you need additional assistance. Also, click on the “VIEW” button under Qualified Expenses for an extensive list of items the IRS allows for reimbursement under the FSA account. (Note: if you have an HRA, please contact BMS for details of covered expenses for your particular plan.)



3. After viewing your account summary, click on “Click here to review” to review debit card transactions in need of substantiation.

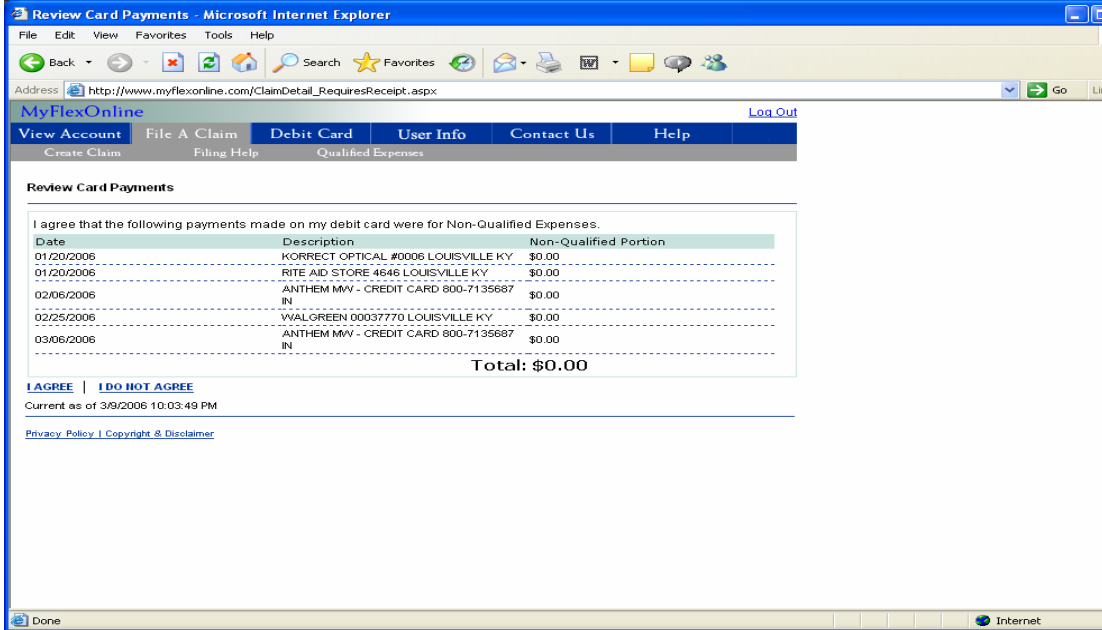


4. You will see debit card transactions that are in need of substantiation. These are transactions that have been paid, but due to IRS regulations, need to be validated by providing documentation for this expense. To continue with the substantiation process, click the red “Review Now” button.

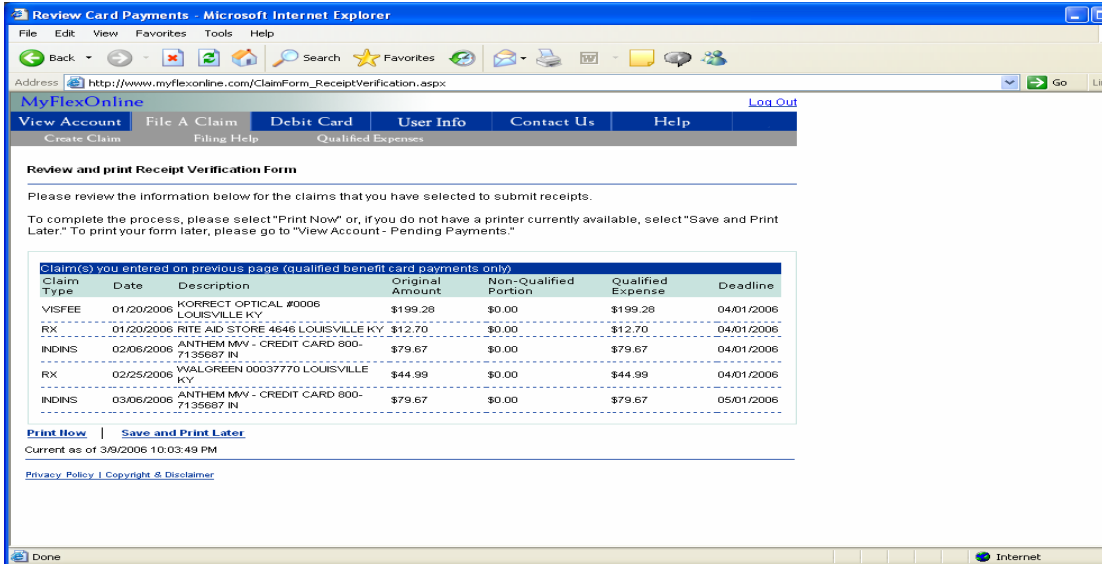


5. This is a list of the transactions that need review, the date of the transaction and the amount. You will have the option of entering in a Non-Qualified Expense. This is ONLY for those transactions in which something purchased was non-qualified. If everything you purchased was qualified, or you are not sure if it was qualified or not, **LEAVE**

THESE BOXES BLANK. Entering an amount in these boxes will result in a \$4.00 non-qualified expense charge for each transaction.) Select the transactions for which you have receipts for by clicking “Add to Claim Form”.



6. This screen shows all of the transactions you selected to substantiate, along with the total non-qualified portion. You will want to AGREE to this screen. If the total amount of non-qualified expenses is \$0.00, you are agreeing that NONE of the transaction is for non-qualified expenses.



7. You will want to select print now. Be sure to enable pop-ups so that you can print. If you receive a print error, you will need to check the pop-ups. (If this does happen, once you enable pop-ups, you can go into pending payments and select reprint to print off the form).

