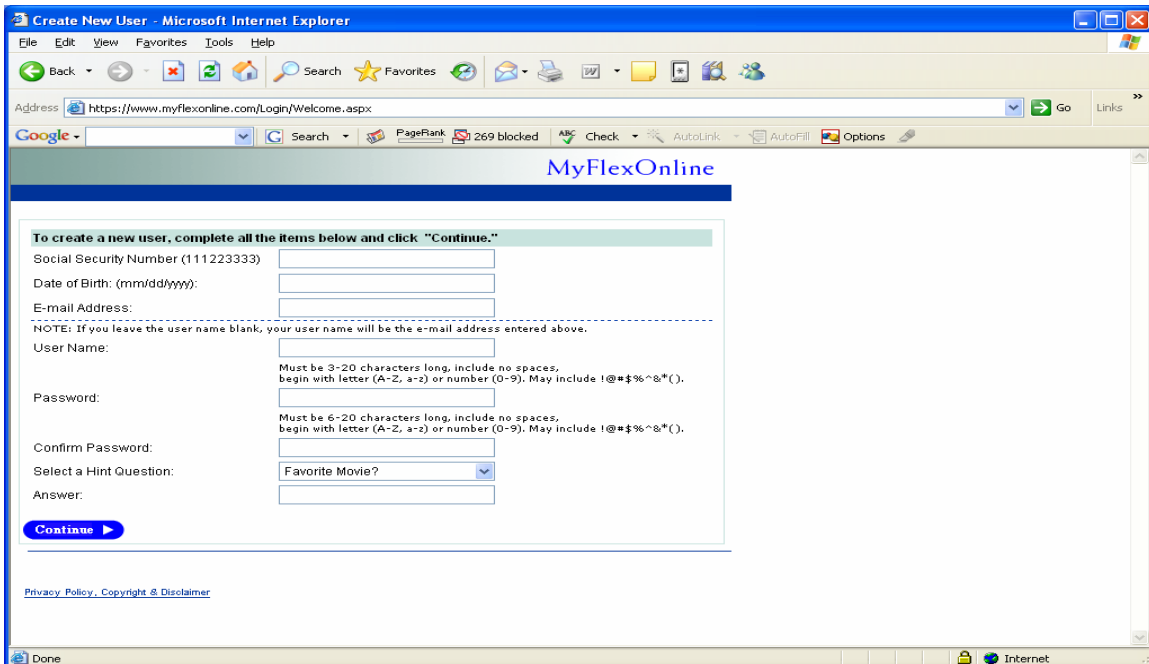
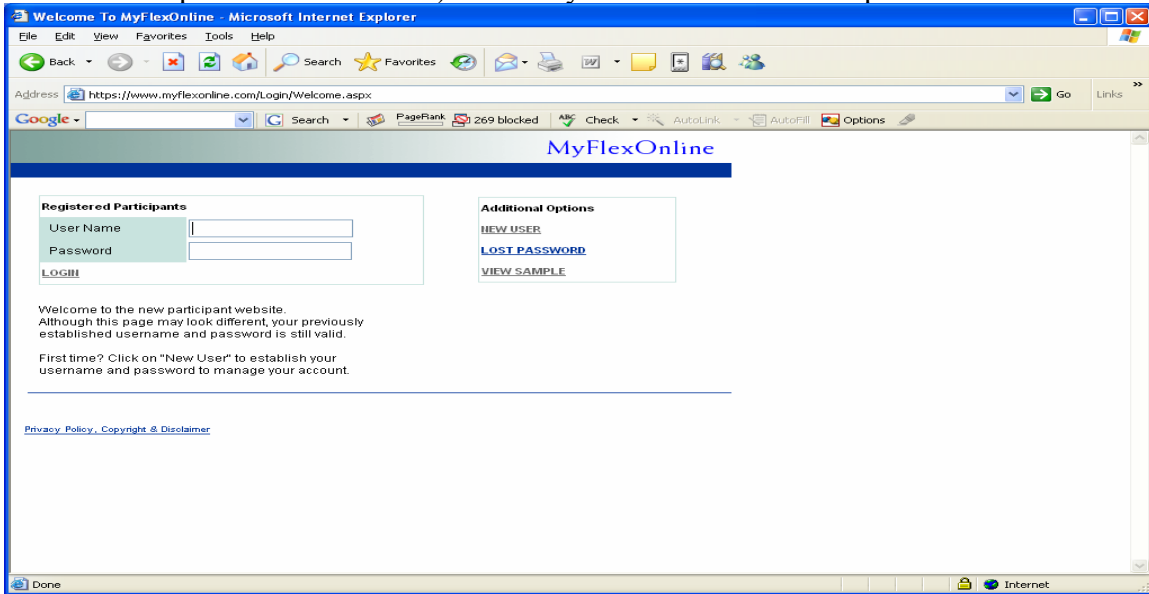




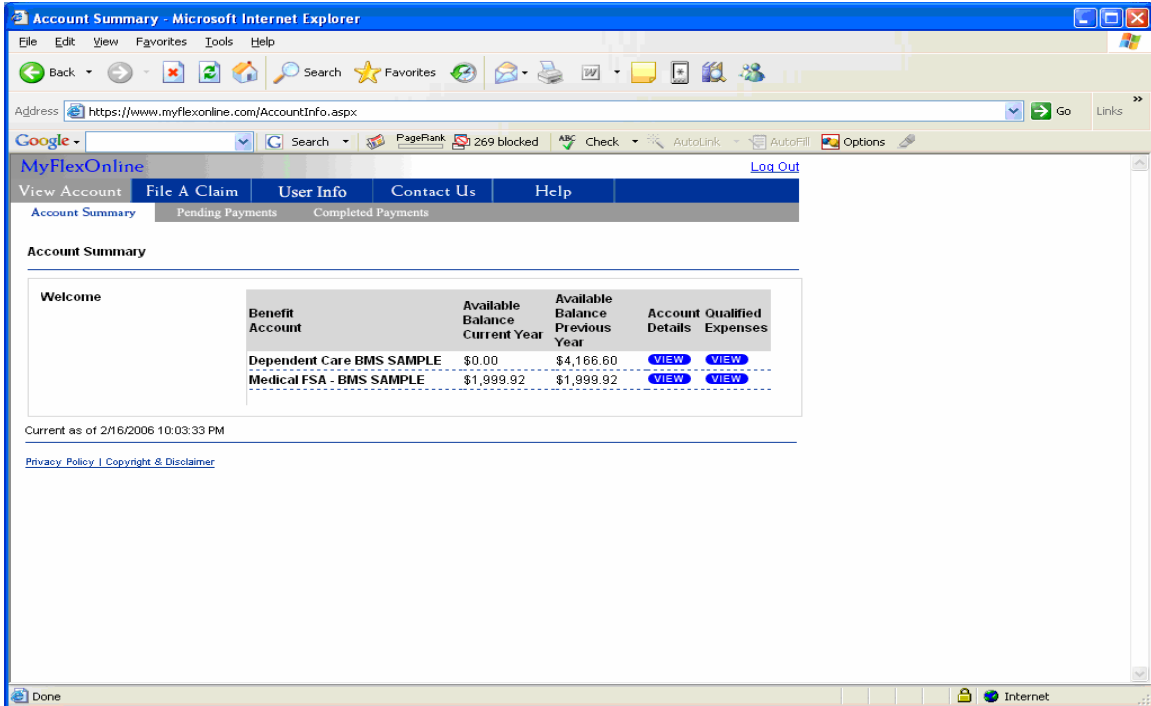
Mailing Address: P.O. Box 43653 Louisville, KY 40253-0653
(502)244-1161 * (800)919-2674 * FAX (502)244-1162
claims@bmsllc.net

Procedures for using www.MyFlexOnline.com to Review Your Account and File Manual Claims

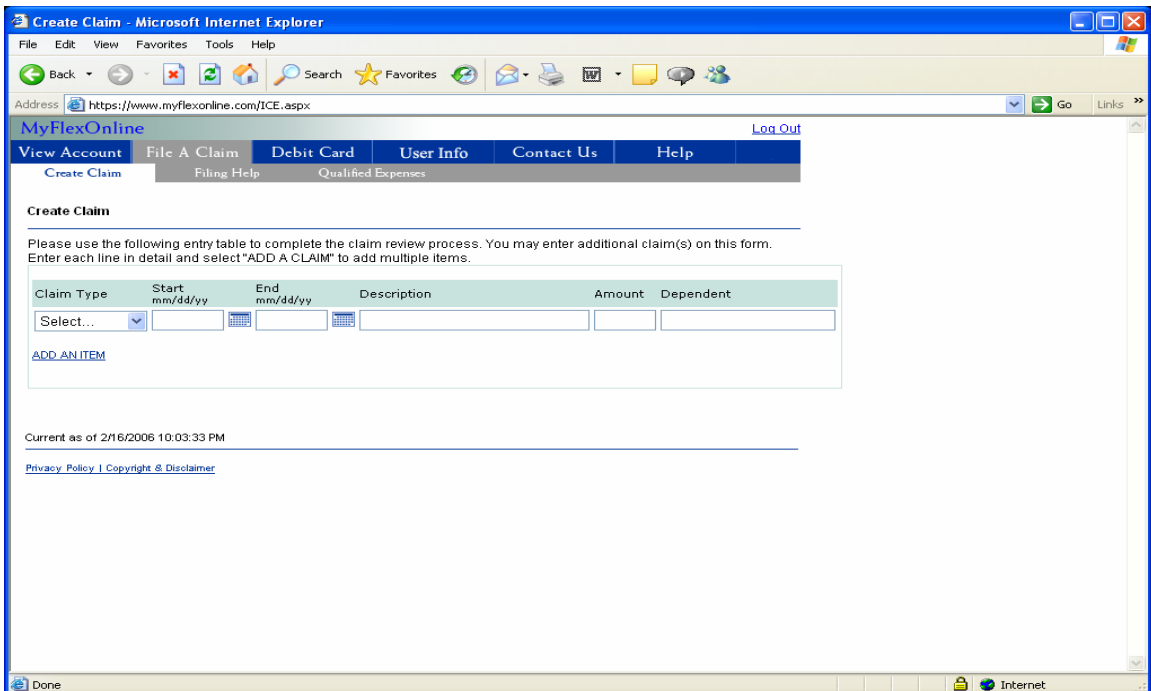
1. Visit www.myflexonline.com. (If you have not visited this website before, select “New User” to set up an online account.) Enter in your created name and password.



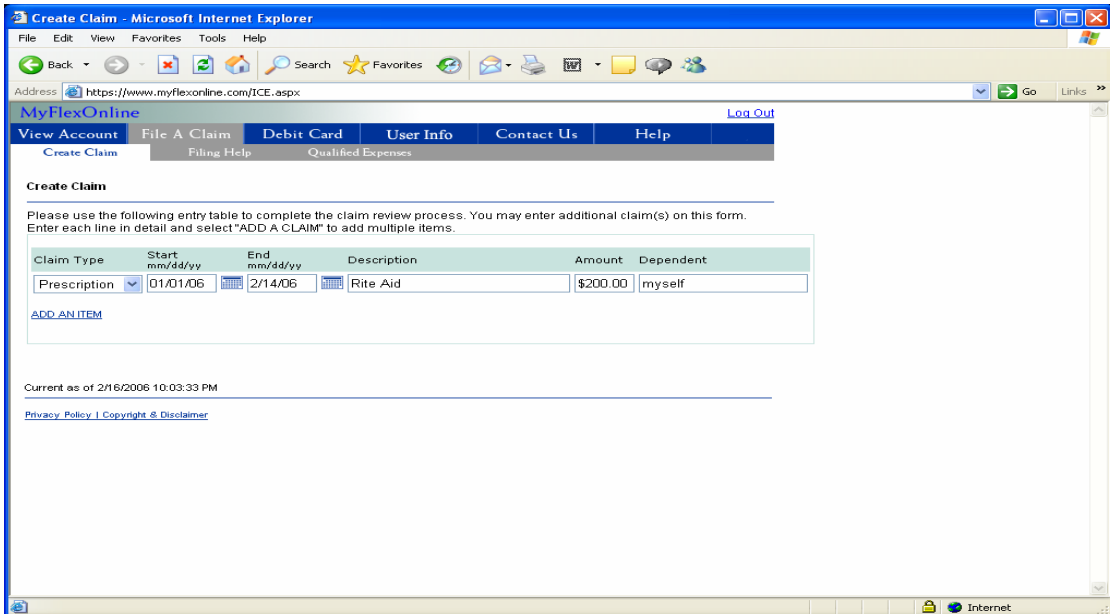
2. Once you login to your account, you will be able to view your account summary and various items including “FILE A CLAIM”, “USER INFO” and “HELP.” The “HELP” button is extremely helpful in outlining how to file claim if you need additional assistance. Also, click on the “VIEW” button under Qualified 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.)



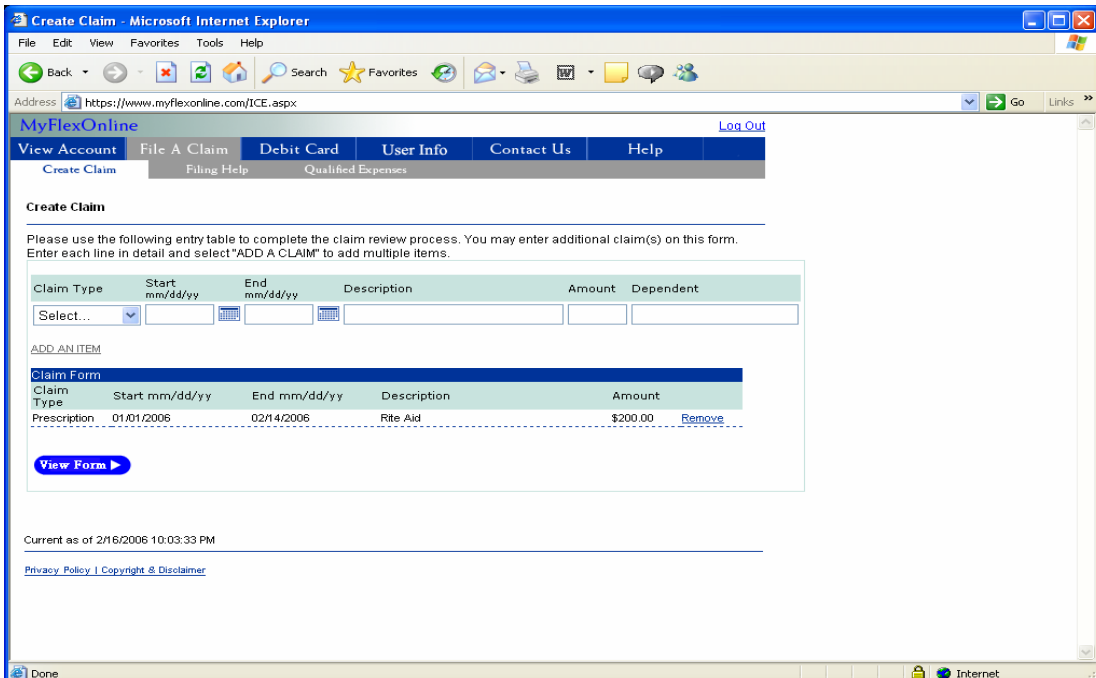
3. After viewing your account summary, click on “FILE A CLAIM” on the toolbar.



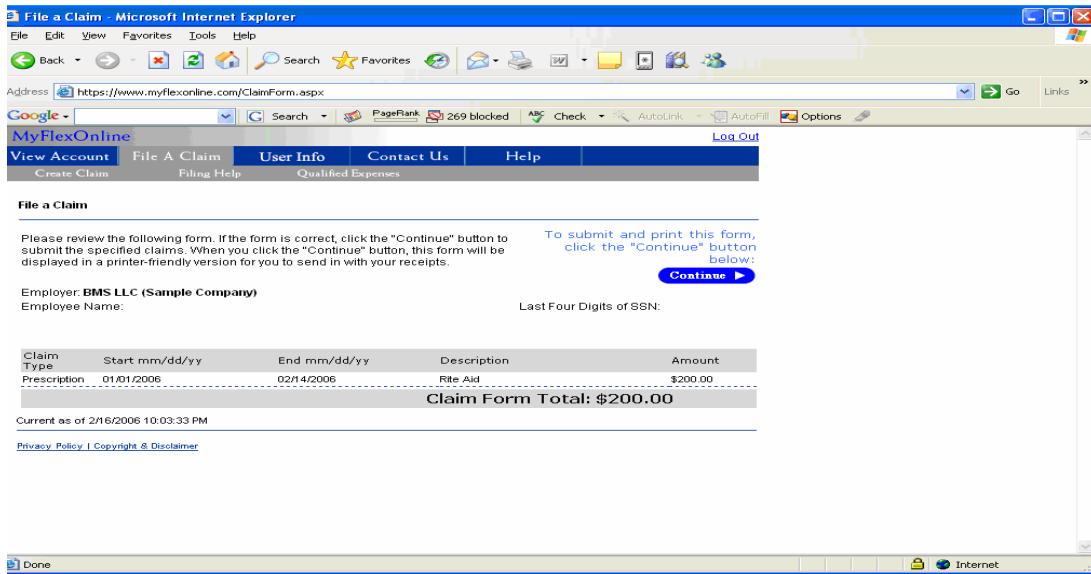
4. Enter in the information pertaining to the expenses for which you are requesting reimbursement. Once you are finished with the information for one particular item, click on “Add an Item”. This will let you add multiple receipts/transaction until you have entered all the information for this particular claim submission.



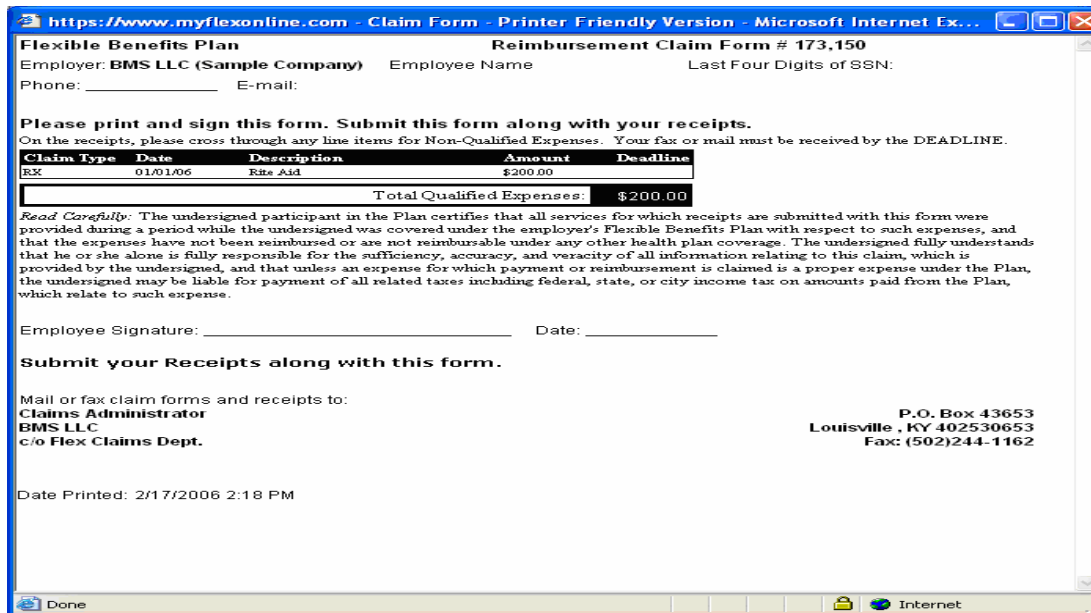
5. Once you have entered all expenses, click the “View Form” button at the bottom left.



6. Review the information on this screen to be sure all entries are correct, and then click the “Continue” button.



6. This is the form that you will print off and submit to us along with copies of your valid receipts (check the website for what is considered a valid receipt.) NOTE: Please make sure that your pop-ups are enabled before trying to print. (If you do receive a print error, check pop ups and then go to pending payments. You should be able to locate the form you just created and select “Reprint”.)



You are finished! Simply fax (or mail) your Claim Form along with valid receipts to BMS LLC and your request for reimbursement is completed!