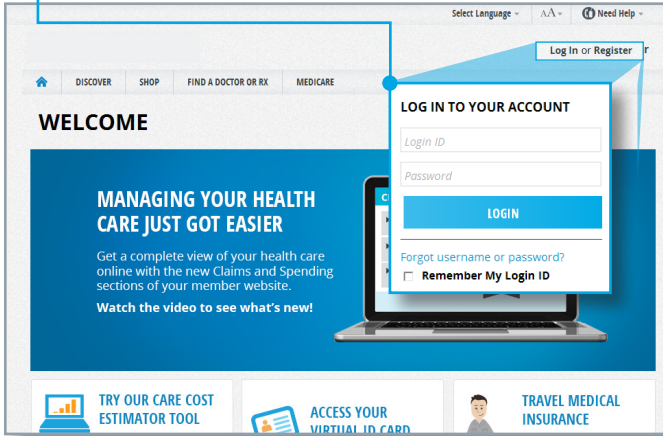


Your FSA QUICK START GUIDE

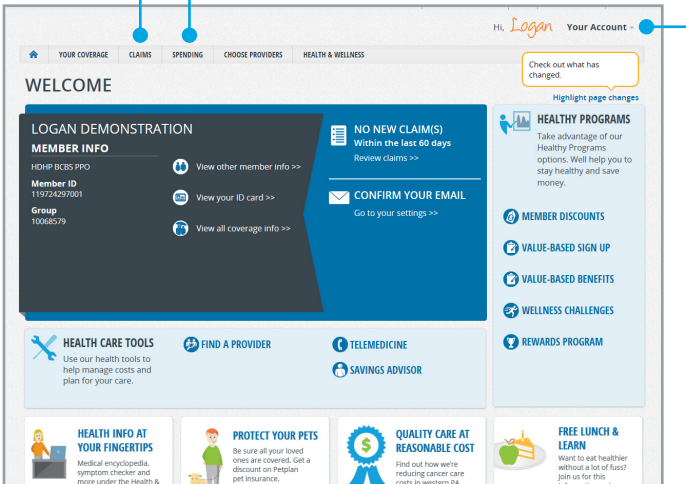
1 LOGIN TO YOUR MEMBER WEBSITE

If you don't have a login, click **Register** to create one now.



2 FIND INFORMATION FAST

Use the **Claims** and **Spending** tabs to find everything you need to know about — and do with — your account.

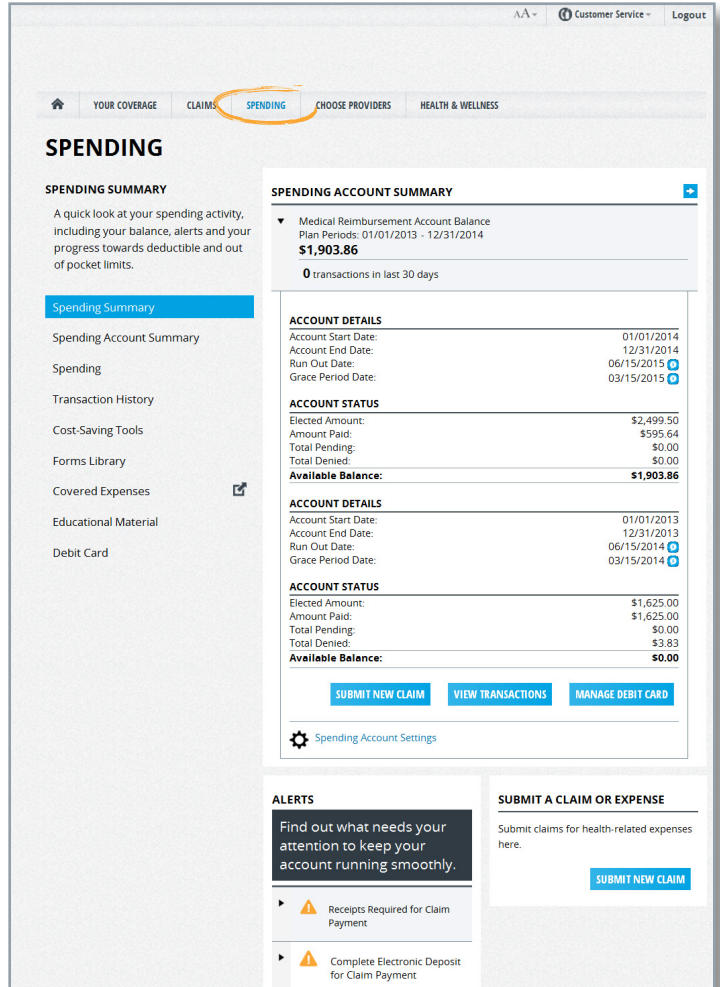


3 SIGN UP TO GET EMAILS ABOUT YOUR ACCOUNT

Click the **Your Account** link then, select **Account Settings** from the dropdown menu.

4 VIEW YOUR FLEXIBLE SPENDING ACCOUNT (FSA)

Click on the **Spending** tab to see your account in one view, including your balance and recent transactions.



HERE, THERE, EVERYWHERE!

Access your account using any mobile device — smartphone, tablet or laptop.

START USING YOUR ACCOUNT ▶ YOUR SPENDING TAB

VIEW RECENT TRANSACTIONS

See a list of payments made out of your account and deposits into your account.

WAYS TO SAVE MONEY

Helpful tools let you compare prices on health care and prescriptions, plus find discounts.

SEE WHAT EXPENSES YOU CAN PAY

Link to the Internal Revenue Service's list of eligible expenses.

VIEW

How-to videos and more!

ALERTS

Find out if you need to take action on any account-related tasks.

REMEMBER!

You need to provide receipts for claims entered on-line before payments are made. Click on this Alert and follow the instructions to send your receipts.

VIEW YOUR FSA CLAIMS

See claims that are pending, or have already been paid by your FSA.

IF YOUR FSA OFFERS A DEBIT CARD...

Debit cards make paying easy. If your FSA comes with a debit card, click here to order debit cards for dependents, or to report cards lost or stolen.

CUSTOMIZE YOUR ACCOUNT

Set up direct deposit. It's the fastest way to get your money.

HINT!

All health plan claims will be listed on the **Claims** tab. Check there first. Your claim may already be in progress.

▶ YOUR CLAIMS TAB

VIEW CLAIMS STATUS

See whether your health plan claims are approved, pending or denied.

KNOW WHAT YOU OWE

It's easy to see the portion you're responsible to pay.

CLICK TO PAY CLAIMS

Use this button to send claims directly to your FSA for payment. No additional forms or receipts are needed.

SIGN UP FOR DIRECT DEPOSIT

It's the fastest way to receive your money.

Find out more at www.HighmarkBlueShield-FSA.com

Go here first to see the claims that your doctors and other health care providers have already sent to your health insurance. Your FSA claims and payments are not on the **Claims** tab — you will see them on the **Spending** tab.

Highmark Blue Shield is an independent licensee of the Blue Cross and Blue Shield Association.