

Consumer Portal QuickStart Guide

Welcome to your Pro-Flex Administrators Benefit Accounts Consumer Portal. This one-stop portal gives you 24/7 access to view information and manage your Flexible Spending Account (FSA) and/or Health Reimbursement Account (HRA). It enables you to:

- File a claim online
- Upload receipts
- View up-to-the-minute account balances
- View your account activity, claims history and payment (reimbursement) history
- Report a lost/stolen Card and request a new one
- Update your personal profile information
- Change your login ID and/or password
- Download plan information, forms and notifications
- Activate your Benny® Prepaid Benefits Card (if applicable).

The portal is designed to be easy to use and convenient. You have your choice of three ways to navigate this site: 1) work from sections within the Home Page, 2) hover over the six tabs at top of Home Page to see drop-down menus, or 3) follow links at the bottom of each page.

HOME ACCOUNTS PROFILE NOTIFICATIONS FORMS LINKS Jane Anderson Logout

Welcome, Jane

Welcome to your single source for all you need to know about your pre-tax benefits. File claims, check your claim status, view account balance and summary information, find out about your previous payments and your upcoming payment, access important notifications about your account, update your profile, and more!

employer branding.

New Mobile Apps
Download the free mobile applications for iPhone or Android mobile phones and manage your accounts whenever and wherever you want. [Learn more](#)

Action Required:
1 repayment(s) totaling \$5.00 due for claims you were paid and later denied
4 receipt(s) needed to approve your claims

Accounts [View Account Summary](#)

Account	Available Balance	Final Service Date	Final Filing Date	Actions
Health FSA 1/1/2011 - 12/31/2011	\$1,830.00	12/31/2011	1/31/2011	File Claim View Claim History
Dependent Care 1/1/2011 - 12/31/2011	\$208.33	12/31/2011	1/31/2011	File Claim View Claim History
HRA 1/1/2011 - 12/31/2011	\$200.00	12/31/2011	1/31/2011	File Claim View Claim History
Mass Transit 1/1/2011 - 12/31/2011	\$25.00	12/31/2011	1/31/2011	File Claim View Claim History

Next Scheduled Reimbursement Processing on 2/13/2011 [View All Payments](#)

You can expect to receive your payment for claims processed on the reimbursement processing date above as follows depending on the payment method: direct deposit payments will be deposited into your bank account 2 business days after the processing date and checks will be mailed 1 day after the processing date.

Your actual payment amount will be based available balance as of the time of processing and the claims eligible to be reimbursed. The projected payment below is based on the current state your balance and claim status, which

HOW DO I LOG ON TO HOME PAGE?

1. Go to www.proflextpa.com
2. Click on Employee Login
3. Enter your login ID and password
4. Click **Login**.

The **Home Page** is easy to navigate:

- The top section shows messages from your employer and links to employee information.
- The **Action Required** section displays alerts and relevant links that enable you to keep current on your accounts.
- The **Accounts** section has links to account balances and activity details. On the far right, **View Account Summary** links to the Account Summary page, where you can see and manage your accounts.
- The **Next Scheduled Reimbursement** section details when and how much you are projected to receive from any/all plans in which you are enrolled.

You can also hover over the tabs at top or use links at the bottom of the page.

HOW DO I FILE A CLAIM AND UPLOAD A RECEIPT?



The screenshot shows the ProflexTPA Home Page for Jane Anderson. The top navigation bar includes tabs for HOME, ACCOUNTS, PROFILE, NOTIFICATIONS, FORMS, and LINKS. The user's name, Jane Anderson, and a Logout button are in the top right. The main content area is titled 'File Claim' and features a 'Claims Basket (0)' button. A message states: 'Online claims filing is a fast and easy way to file your claims. Just click the "File Claim" button next to the account you wish to use and start filing!' Below this is a 'See Also: Payment History' link. A red 'Action Required' banner indicates: '1 repayment(s) totaling \$5.00 due for claims you were paid and later denied' and '4 receipt(s) needed to approve your claims'. A table lists three accounts with 'File Claim' buttons, account names, available balances, and links to 'View History' and 'View Plan Rules'.

Account	Available
File Claim Health FSA	\$1,830.00 View History View Plan Rules
File Claim Dependent Care	\$208.33 View History View Plan Rules
File Claim HRA	\$200.00 View History View Plan Rules

1. On the **Home Page**, under the **Accounts** tab, click **File Claim** on the drop-down menu. The File Claim screen will appear. Click **File Claim** next to the applicable account.
2. **OR** on the **Home Page**, in the **Accounts** section, click **File Claim** link for the applicable account in the **Actions** column.
3. Enter your claim information, and upload the receipt, on the form that appears and click **Add Claim**. The claim is then added to the **Claims Basket**.
4. For submitting more than one claim, click **File New Claim**, select the plan and complete the form and click **Add Claim**.
5. When all claims are entered in the **Claims Basket**, click **Submit** to send the claims for processing.
6. The **Claim Confirmation** page displays. Print the **Claim Confirmation Form** as a record of your submission. If you did not upload a receipt, print another **Claim Confirmation Form** to submit to the administrator, attaching the required receipts. **OR** if a receipt is required, you will see the **Upload Receipt** link. Click on it and the **Receipts Needed** screen displays.

HOME	ACCOUNTS	PROFILE	NOTIFICATIONS	FORMS	LINKS	Spear Mint ▾ Logout
Receipts Needed						
Receipts Needed						
Plan	Date of Service	Merchant / Provider	Recipient	Claim Amount	Receipt Status	
MedFlex FSA	12/20/2011	Stillwater Medical Group	Spear Mint	\$10.00	Required	Upload Receipt View Confirmation
HRA	1/12/2012	Target	Spear Mint	\$5.00	Required	Upload Receipt View Confirmation

- For each claim that requires a receipt, click **Upload Receipt** on the far right and follow instructions. (Your receipt must be in .doc, pdf, bmp, or gif format.)
- The Receipt Uploaded confirmation appears: "Your receipt has been uploaded. You may upload additional receipts if needed until the claim is approved."
- After uploading, you may also click **View Confirmation** and print the form for your records.

NOTE: If you see a **Receipts Needed** link in the Action Required section of your Home Page, click on it. A listing of any **Claims Requiring Receipts** will appear.

HOW DO I VIEW CURRENT ACCOUNT BALANCES AND ACTIVITY?

- For current Account Balance only, on the **Home Page**, in the **Accounts** section, see the **Available Balance** column next to the applicable account.
- For an Account Summary of your account(s) that includes your current Account Balance(s), on the **Home Page**, on the top right hand in the **Accounts** section, click on the **View Account Summary** link.
OR under the **Accounts** tab, click **Account Summary** on the drop-down menu.
- For all Account Activity, on the **Home Page**, click on the **Available Balance Amount** link for the plan. The Account Activity screen will appear. Click **View** for each account listed in the drop-down menu.

HOW DO I VIEW MY CLAIMS HISTORY?

- On the **Home Page**, in the **Accounts** section, click **View Claim History** next to the applicable account.
- OR** on the **Home Page**, under the **Accounts** tab, click **File Claim** on the drop-down menu. Then click **View History** on the far right on the File Claim screen.
- OR** on the **Home Page**, in the **Accounts** section, click **View Account Summary** on the far right. Then click on the dollar amount in the **Submitted Claims** column next to the applicable amount.

HOW DO I VIEW MY PAYMENT (REIMBURSEMENT) HISTORY?

- On the **Home Page**, under the **Accounts** tab, click **Payment History** on the drop-down menu.
- You will see reimbursement payments made to date, including debit card transactions.
- Click **View Detail** on the far right to see claim details.

HOW DO I REPORT A DEBIT CARD MISSING AND/OR REQUEST A NEW CARD?

1. On the **Home Page**, under the **Profile** tab, click **Debit Cards** on the drop-down menu.
2. Under the Actions column on the Debit Cards form, click **Report Lost/Stolen** or **Order Replacement** and follow instructions.

HOW DO I GET MY REIMBURSEMENT MONEY FASTER?

The fastest way to get your money is to sign up online for direct deposit to your personal checking account. Before you begin, make sure that your employer is offering direct deposit setup online.

1. On the **Home Page**, under the **Accounts** tab, click **Change Payment Method** on the drop-down menu.
2. Select **Direct Deposit** and click **Change Payment Method**. The **Add Bank Account: Direct Deposit Setup** page displays.
3. Enter your bank account information, and click **Submit**.
4. The **Payment Method Changed** confirmation displays.

HOW DO I CHANGE MY LOGIN AND/OR PASSWORD?

1. On the **Home Page**, under the **Profile** tab, click **Login Information** on the drop-down menu.
2. Follow instructions on the screen. (For a new account, the first time you log in, you will be prompted to change the password that was assigned by your plan administrator. Follow the instructions.)
3. Click **Save**.

HOW DO I VIEW OR ACCESS...

...FORMS?

1. On the **Home Page**, use the **Forms** tab.
2. Click any form of your choice.

...NOTIFICATIONS?

1. On the **Home Page**, under the **Notifications** tab, click **Notification History** on the drop-down menu.
2. Click any link of your choice. **Receipt Reminders, Account Statements, Advice of Deposits, Denial Letters, or Denial Letters with Repayments** are a few options.

...PLAN INFORMATION?

1. On the **Home Page**, under the **Accounts** tab, click **Account Summary** on the drop-down menu.
2. Click the applicable account in the first column on the left and the **Plan Rules** open in another browser
OR on the **Home Page**, under the **Accounts** tab, click **Plan Descriptions** on the drop-down menu for basic information. Then click each applicable plan to see the Plan Detail screen.