WageWorks
PO Box 60010 Phoenix, AZ 85082-0010

FCA US LLC
Benefit Connect

QuickStart Guide

Your Bargaining Unit Health Reimbursement Account (BU HRA)

everyone benefits

Includes:
Your BU HRA: The Essentials; Managing Your Account; and Using Your BU HRA Dollars.

Register online now!
To register, just visit **www.wageworks.com.** Active employees can access WageWorks via the Benefit Connect link on Dashboard.

Click "Log in / Register" and select "Employee Registration". You'll need to create a username and password and reestablish your direct deposit.

Questions? Ask us.
If you have any questions or concerns, you can talk to a trained expert to learn more about the program. Just call **877-WageWorks (877-924-3967)** Monday through Friday, from 8 a.m. to 8 p.m. Eastern Time.

Download the EZ Receipts® mobile application.
Use your smartphone to file claims and take care of your account paperwork from anywhere. Go to **www.wageworks.com/myezreceipts** to learn more. Active employees can access WageWorks via the Benefit Connect link on Dashboard.

Welcome to WageWorks. Here's How it Works.

Welcome to your Bargaining Unit Health Reimbursement Account (BU HRA) program sponsored by your employer and brought to you by WageWorks. Your BU HRA is funded by contributions from your employer or plan sponsor. Through this program, your employer puts tax free money into your BU HRA to help you pay for eligible health care expenses.

Ready to get started? This short guide will show you how.

Your BU HRA: The Essentials

Your BU HRA is governed by IRS regulations that detail who is eligible to use the account and where and how the money in it is to be used. It's important to comply with the IRS regulations. The following guidelines will help you avoid any inconvenience.

Make sure account funds are only spent on those who are eligible. Typically, those eligible are you, your spouse and your eligible dependents.

- **Know what expenses are eligible.** Log into your account at **www.wageworks.com** for a complete list of eligible health care expenses. Active employees can also access WageWorks via the Benefit Connect link on Dashboard. Generally, eligible health care expenses include services and products that are medically necessary to treat a specific condition.
- **Over-the-counter (OTC) drugs require a prescription.** To use your account for over-the-counter (OTC) drugs, you'll need to get a prescription from your doctor. You can pay for the item out-of-pocket and then use the online or paper Pay Me Back claim form or your smartphone or mobile device to submit your receipt along with the prescription to WageWorks for reimbursement.
- **Keep an eye on your BU HRA account.** Log into your account at **www.wageworks.com** or, if an active employee, you can access WageWorks via the link to Benefit Connect on Dashboard. Once logged in, you can view your transactions and keep track of your balance. You have until April 30th to file claims for the previous year. Unused balances thereafter are forfeited.
- **Register for an online account at www.wageworks.com.** Active employees can also access WageWorks via Benefit Connect on Dashboard. When you register online and provide a current email, you ensure that you will have 24/7 access to your account and will be automatically signed up to receive important updates and alerts. You also must have an account to use the mobile app and take advantage of features like Upload Receipts for online claims requests.

- **Keep Your Receipts.** Save receipts that describe exactly what you paid for. Make sure the amount and the **service date** – not the payment date – are included.

Managing Your Account

You can manage and check your account through WageWorks online or over the phone at 877-924-3967. The "Claims and Activity" page online details all your account activity.

For the latest information, visit **www.wageworks.com** or you can also access WageWorks via Dashboard to log into your account 24/7. In addition to reviewing your most recent BU HRA activity, you can:

- Update your account preferences and personal information
- Set up or update your direct deposit information
- Check the complete list of eligible expenses
- Manage your account while on-the-go via the WageWorks mobile website
- Download the EZ Receipts® app so that you are able to file claims from your smartphone or mobile device

Using Your BU HRA Dollars

When you pay for an eligible health care expense, you want to put your account to work right away.

Filing a claim

You can file a claim online to request reimbursement for your eligible expenses.

- Go to **www.wageworks.com** or access WageWorks via the Benefit Connect link on Dashboard. Log into your account and click "Submit Receipt or Claim"
- Select "Pay Me Back"
- Fill in all the information requested on the form and submit
- Scan or take a photo of your receipts, EOBs and other supporting documentation
- Attach supporting documentation to your claim by using the upload utility
- Make sure your documentation includes the following pieces of information required by the IRS:
  - ✔ Date of service or purchase
  - ✔ Patient name
  - ✔ Detailed description
  - ✔ Patient portion or amount owed
  - ✔ Provider or merchant name

Most claims are processed within one or two business days after they are received, and payments are sent shortly thereafter.

To ensure fastest receipt of your reimbursement, reestablish or set up direct deposit by logging into your account at www.wageworks.com or access WageWorks via the Benefit Connect link on Dashboard. Then click on REIMBURSEMENT METHOD and select DIRECT DEPOSIT under "Select Reimburse Payments by."

If you prefer to submit a paper claim by fax or mail, download a "Pay Me Back" claim form at **www.wageworks.com** and follow the instructions for submission. Active employees can also access WageWorks via Dashboard.

Using your Smartphone or Mobile Device

With the EZ Receipts mobile app from WageWorks, you can file and manage your reimbursement claims on the spot with a click of your smartphone or mobile device camera, from anywhere.

To use EZ Receipts:

- Download at **www.wageworks.com/myezreceipts** or you can also access WageWorks via the Benefit Connect link on Dashboard
- Log into your account
- Choose the type of receipt from the simple menu
- Enter some basic information about the claim
- Use your smartphone camera or mobile device to capture the documentation
- Submit the image and details to WageWorks

© WageWorks 2015, 2016. WageWorks is a registered trademark of WageWorks, Inc. Throughout this document, "savings" refers to tax savings only. No part of this document is tax, financial, or legal advice. You should consult your own advisors regarding your personal situation and whether this is the right program for you. Your WageWorks FSA Card can be used at participating merchants who sell eligible products or services and accept debit cards of card networks in which WellsFargo participates. As a participant in the Limited Dental/Vision FSA, your eligible expenses will be limited to eligible dental or vision expenses, and the participating merchants at which you can use your WageWorks FSA Card may be limited. Your WageWorks FSA Card is issued by Wells Fargo Bank, N.A. pursuant to a license from Visa U.S.A. Inc.