

YOUR spending ACCOUNT™

Reimburse Me Mobile App

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User's Guide

YOUR spending ACCOUNT™

Welcome

If you have a Health Care Spending Account, Dependent Care Spending Account, Health Reimbursement Account, or Health Savings Account, be sure to download the **Your Spending Account (YSA) Reimburse Me mobile app** onto your Apple mobile device today!

The **Reimburse Me** app makes it easy to access, view, and manage your account, get quicker reimbursements, and find answers—at the doctor's office, coffee shop, and everywhere in between.

Note: The **Reimburse Me** mobile app is only available to you if YSA administers your employer's eligible account(s) and you are currently enrolled in a participating account. In addition, iOS version 7 is the minimum operating system required. If needed, you can update your operating system through the Apple Store.

Depending on the specific type of account you have, please read the corresponding pages in this guide (see below) to learn how **Reimburse Me** can help you.

If you have a...	Apple Device	Android Device
Health Care Spending Account	Pages 5–11	Pages 16–22
Dependent Care Spending Account		
Health Reimbursement Account		
Health Savings Account	Pages 12–13	Pages 23–24

YOUR spending ACCOUNT™

A close-up photograph of a person's hand, wearing a white sleeve, touching the screen of a tablet. The screen is dark and reflects the hand and the surrounding environment. The background is a wooden table with a blurred plate and glass.

Apple Devices

Accessing the App

Follow these steps to install and log on to **Reimburse Me**:

1. If you haven't done so already, establish an **Apple Store** account.
2. From your Apple device, tap the **App Store** button and locate the **Reimburse Me** app. (The app is available at no cost to you.)
3. Select and install the app. (You may be prompted to log in to your Apple Store account in the process.)
4. Once successfully installed, the **Reimburse Me** app will appear on your Apple device.
5. Tap the app icon and log on by entering your company name, as well as the user ID and password you use to access YSA through your benefits website.

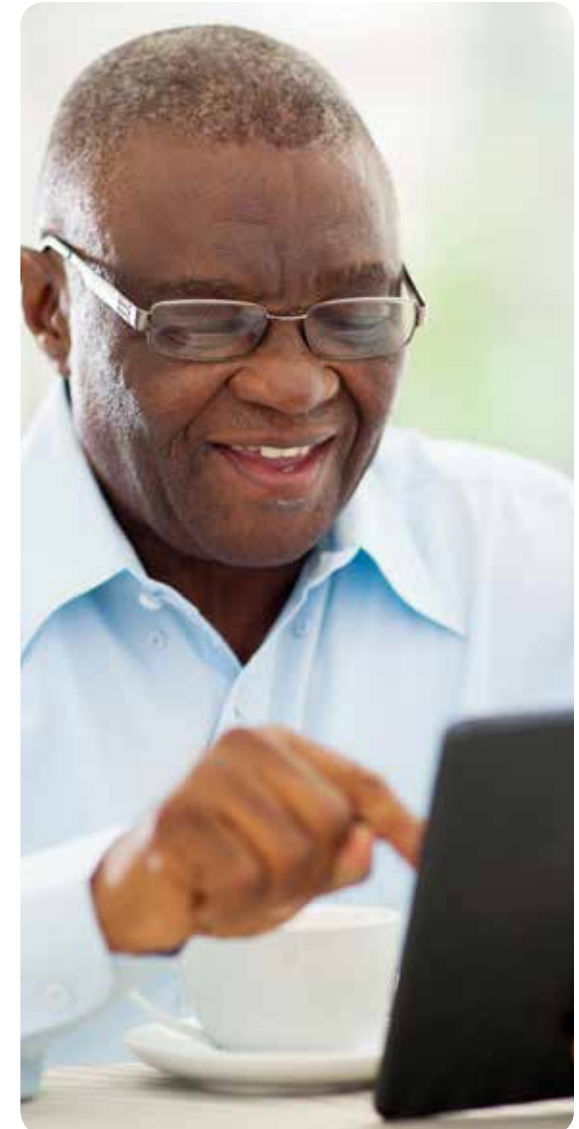
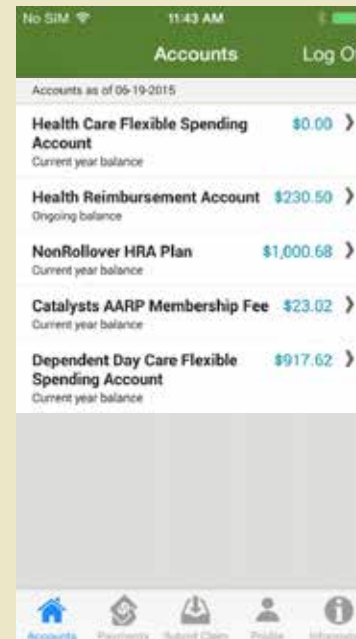


For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

- View time-sensitive alerts
- Check your account balance(s)
- Submit claims and/or supporting documentation
- Send YSA your dependent care provider's signature right from your mobile phone to validate your dependent care claim, eliminating the need to submit traditional receipts (see page 10 to learn more about this **Dependent Care E-Signature** feature)
- Sign up for direct deposit or change your information
- Repay an overpayment by transferring funds from your bank
- View pending authorizations

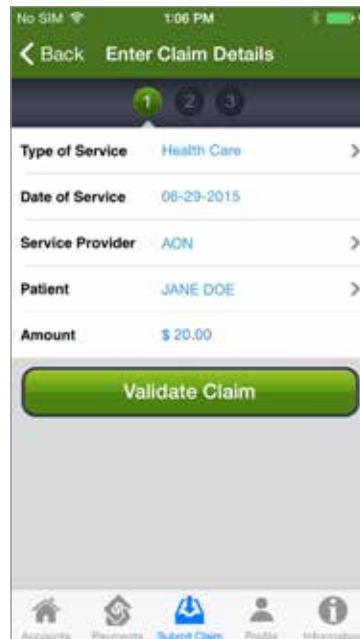
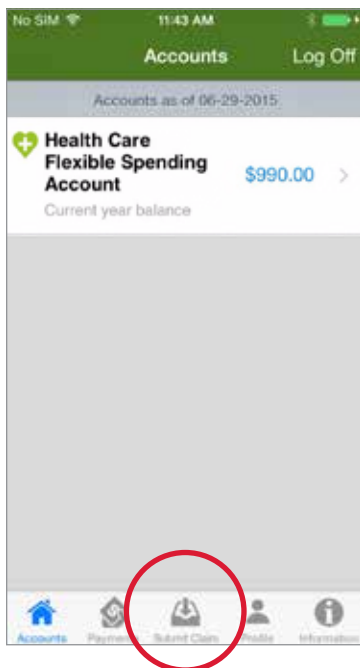


For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

How to Submit Health Care Claims

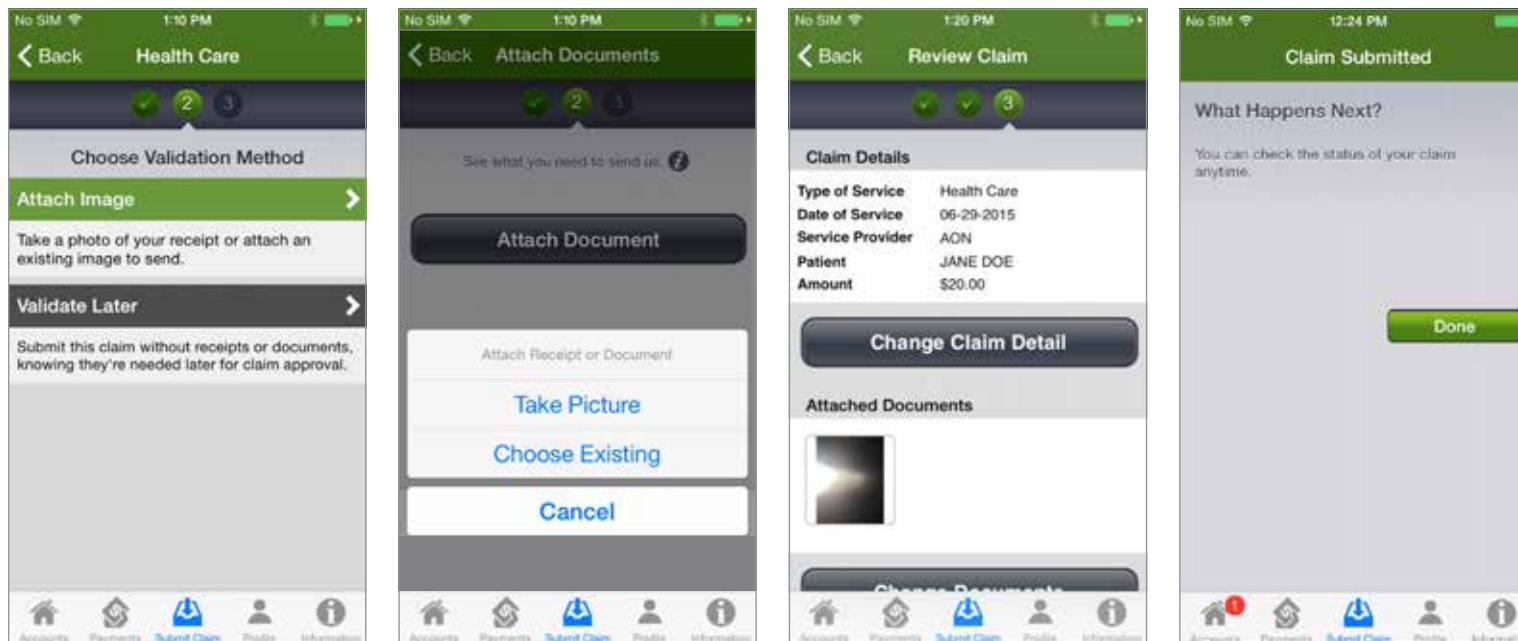
While in the mobile app, follow these steps to create a new claim:

1. From the **Accounts** page, select **Submit Claim**.
2. On the next screen, choose **Health Care** as the type of claim, and enter your claim details, including type and date of health care service, date of service, provider, patient, and dollar amount.



How to Submit Health Care Claims continued

3. Submit your receipt(s) by attaching a picture (taken with or stored on your Apple device).
Note: You can skip this step and submit your receipts at a later time, but it may delay reimbursement.
 If a claim requires additional documentation for reimbursement, an alert will appear on your **Accounts** page.
4. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.



Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

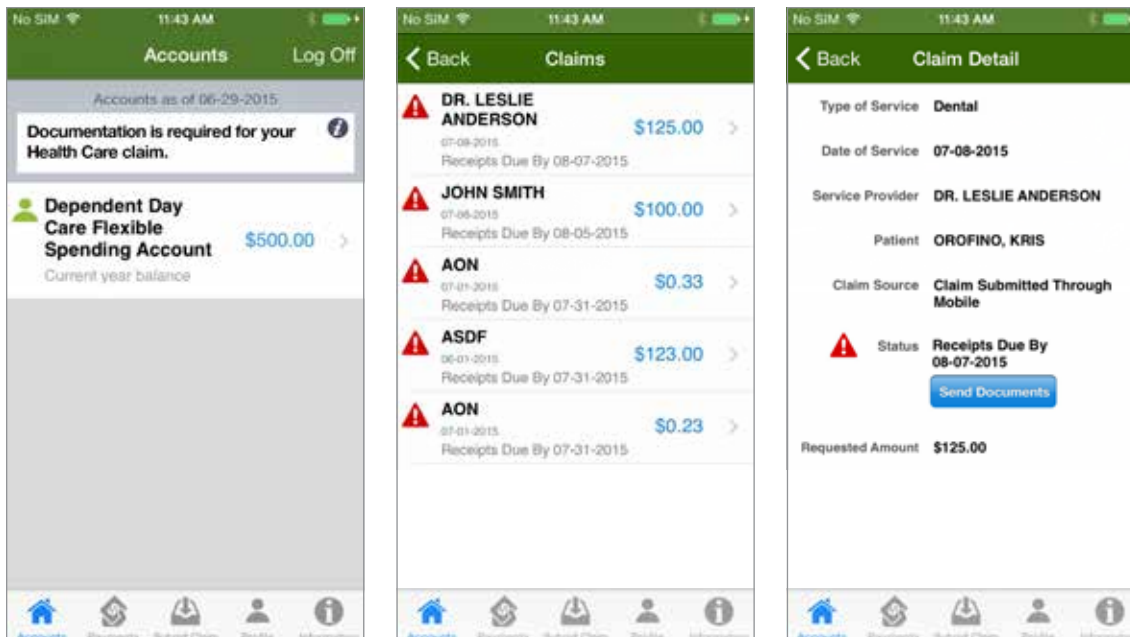
For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

How to Submit Supporting Documentation

When you have a claim that requires validation, an alert will appear at the top of your **Accounts** page. When you view the alert(s), a message will direct you to submit documentation.

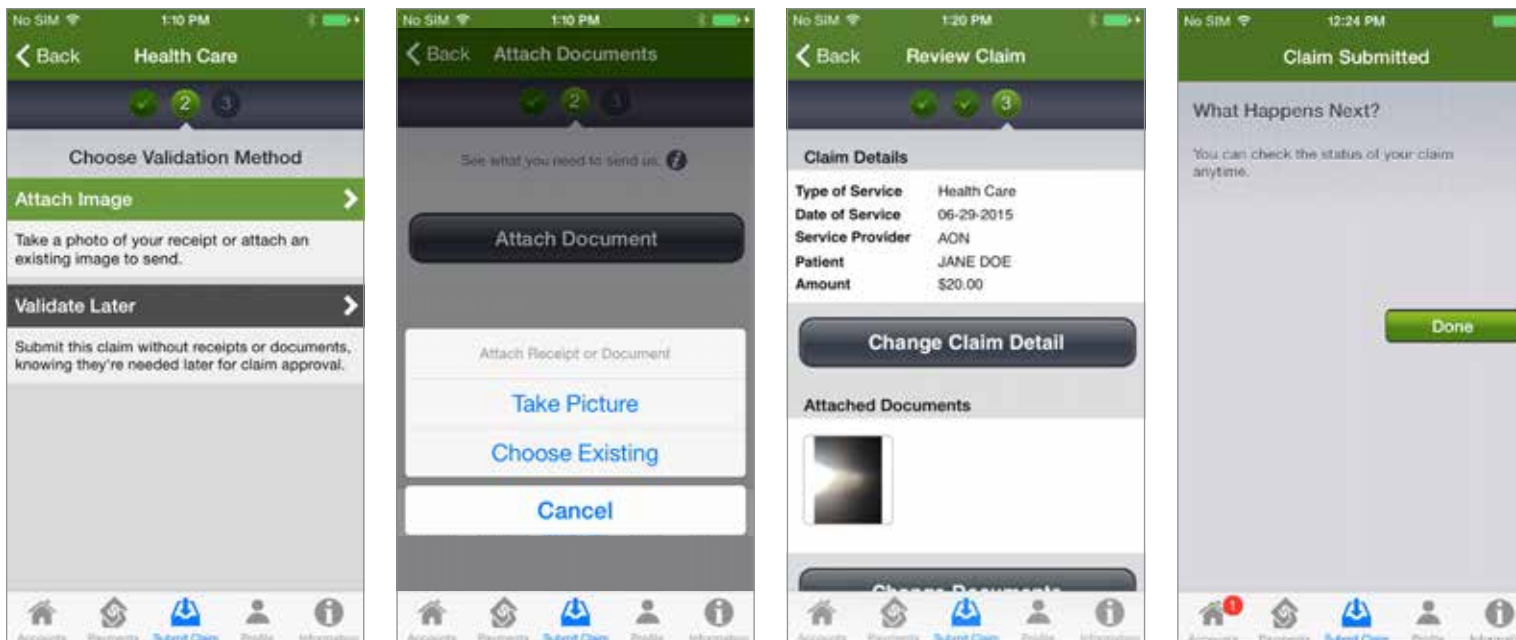
Follow these steps to submit required documents for an existing claim:

1. From the **Accounts** page, tap the message that says documentation is needed.
2. Select the claim(s) for which receipts and/or other documents are due.
3. From the **Claim Detail** page, click on **Send Documents**.



How to Submit Supporting Documentation continued

- Submit your documentation by attaching a picture of your documents (taken with or stored on your Apple device).
- Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.



Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

Only for | **Dependent Care Spending Accounts**

Submitting a Dependent Care Claim? E-Signature Makes It Easy!

Using the **Dependent Care E-Signature** feature of the **Reimburse Me** app, you don't need to send YSA a hard-copy or electronic receipt from your dependent care provider(s) for reimbursement. Instead, you can quickly put your reimbursement claims into process—all from your smartphone. Here's how it works:

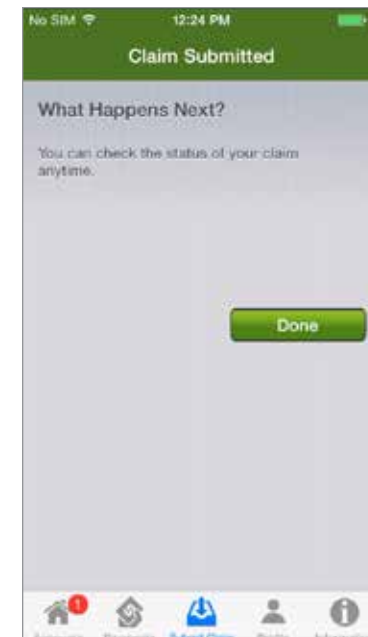
1. From the **Accounts** page, select **Submit Claim**.
2. On the next screen, choose **Dependent Care** as the type of claim, and enter your claim details, including type and date of dependent care service, provider, patient, and dollar amount.
3. Enter your claim details, including type and date of dependent care service, provider, dependent, and dollar amount.

How to Submit a Dependent Care Claim **continued**

4. Decide how you want to validate your claim—whether by getting a Provider E-Signature, attaching an image, or waiting until later to submit documentation.
5. If you choose the Provider E-Signature option, simply have the dependent care provider tap and sign the signature line of your smartphone screen and select **Next**. You can then complete the rest of the claims submission process on your phone.
6. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

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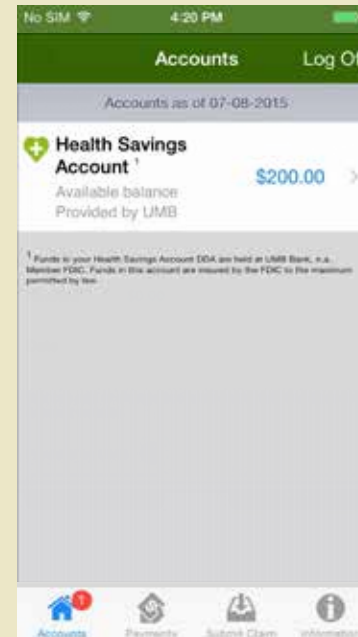


Only for | Health Savings Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

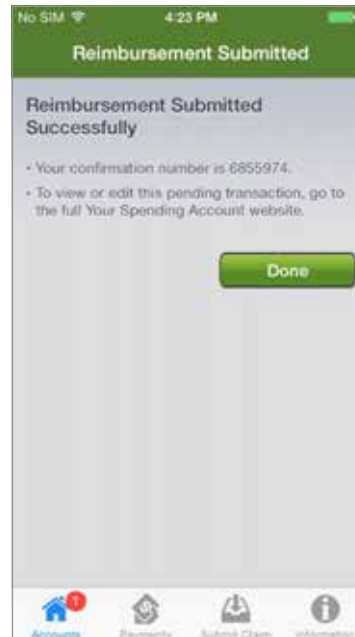
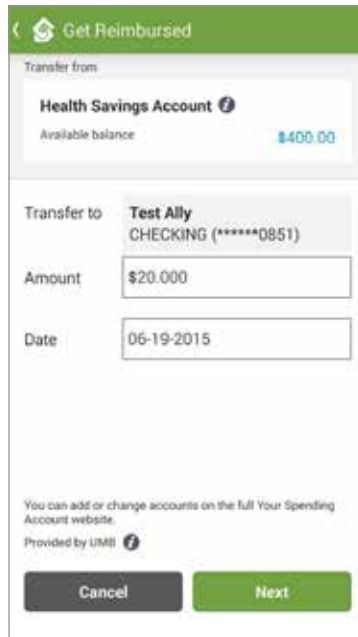
- View time-sensitive alerts
- Check your account balance(s)
- View recent activity
- Pay a bill
- Get reimbursed
- Make a contribution
- View pending authorizations



Only for | Health Savings Accounts

How to Get Reimbursed

1. From the **Accounts** page, select **Health Savings Account**.
2. On the next screen, choose **Get Reimbursed**.
3. On the **Get Reimbursed** page, indicate where you want the reimbursement from your Health Savings Account to be deposited.
4. After specifying the amount of your reimbursement, select **Next** to review your reimbursement details and then **Submit**.
5. Once you see that your reimbursement claim has been submitted successfully, select **Done**.



YOUR spending ACCOUNT™

A photograph of a young man and woman sitting on a couch, looking at a smartphone together. The man is pointing at the screen, and both are smiling. The woman is holding the phone. The background is a bright, out-of-focus indoor setting.

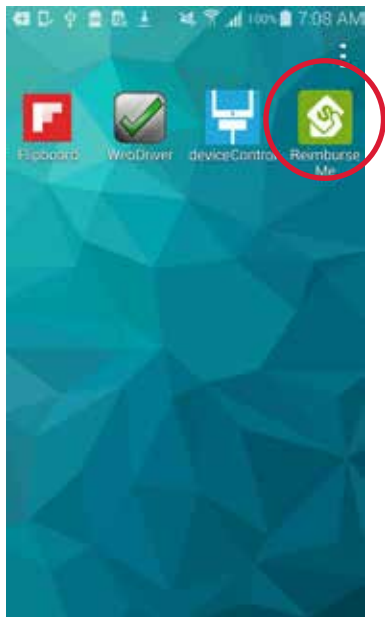
Android Devices

Accessing the App

Follow these steps to install and log on to **Reimburse Me**:



1. If you haven't done so already, establish a **Google Play** account.
2. From your Android device, tap the **Play Store** button and locate the **Reimburse Me** app. (The app is available at no cost to you.)
3. Select and install the app. If you want to install the app, tap the **Download** button. Tap **Accept & Download** to accept the permissions for the app. The app will begin downloading immediately.
4. Once successfully installed, the **Reimburse Me** app will appear on your Android device.
5. Tap the app icon and log on by entering your company name, as well as the user ID and password you use to access YSA through your benefits website.



For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

- View time-sensitive alerts
- Check your account balance(s)
- Submit claims and/or supporting documentation
- Send YSA your dependent care provider's signature right from your mobile phone to validate your dependent care claim, eliminating the need to submit traditional receipts (see page 21 to learn more about this **Dependent Care E-Signature** feature)
- Sign up for direct deposit or change your information
- Repay an overpayment by transferring funds from your bank
- View pending authorizations

Accounts	
Accounts as of 06-19-2015	
Health Care Flexible Spending Account	\$0.00
Current year balance	
Health Reimbursement Account	\$230.50
Ongoing balance	
NonRollover HRA Plan	\$1,000.68
Current year balance	
Catalysts AARP Membership Fee	\$23.02
Current year balance	
Dependent Day Care Flexible Spending Account	\$917.62
Current year balance	

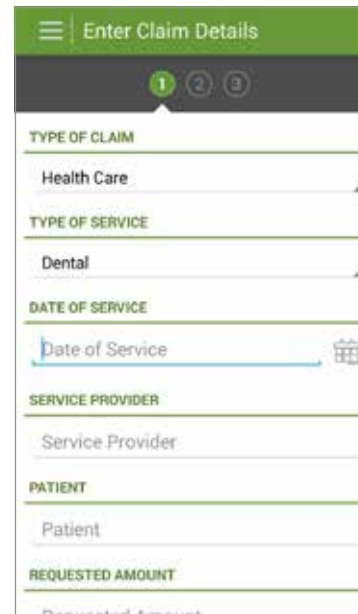
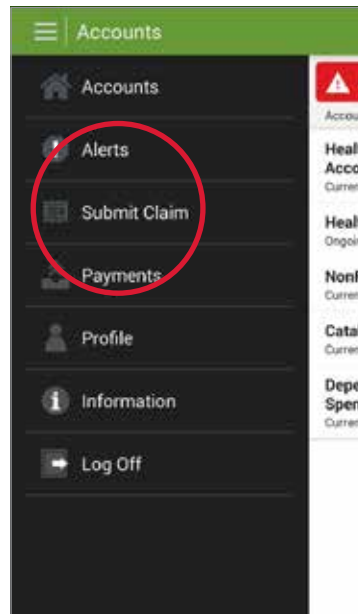
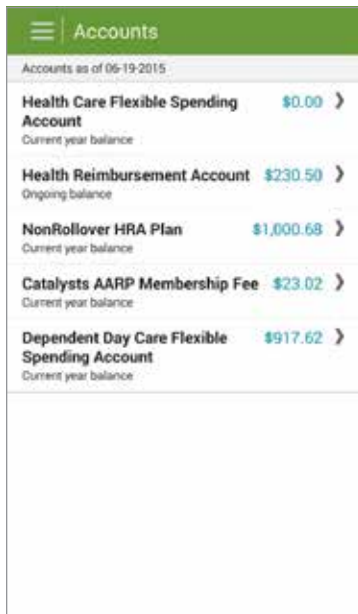


For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

How to Submit Health Care Claims

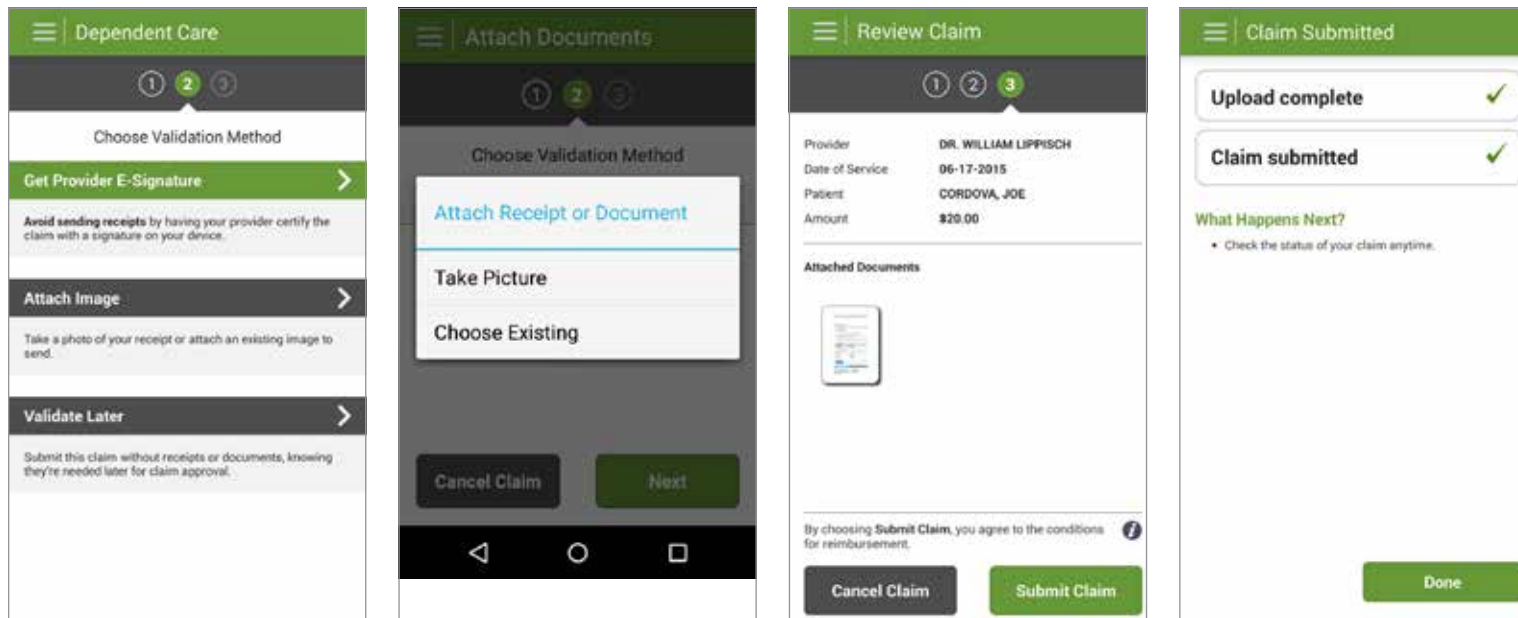
While in the mobile app, follow these steps to create a new claim:

1. From the **Accounts** page, select **Submit Claim**, open the menu (click the icon in top left of the screen or press the menu button) then select **Submit Claim**.
2. On the next screen, choose **Health Care** as the type of claim, and enter your claim details, including type and date of health care service, date of service, provider, patient, and dollar amount.



How to Submit Health Care Claims **continued**

- Submit your receipt(s) by attaching a picture (taken with or stored on your Apple device).
Note: You can skip this step and submit your receipts at a later time, but it may delay reimbursement. If a claim requires additional documentation for reimbursement, an alert will appear on your **Accounts** page.
- Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.



Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

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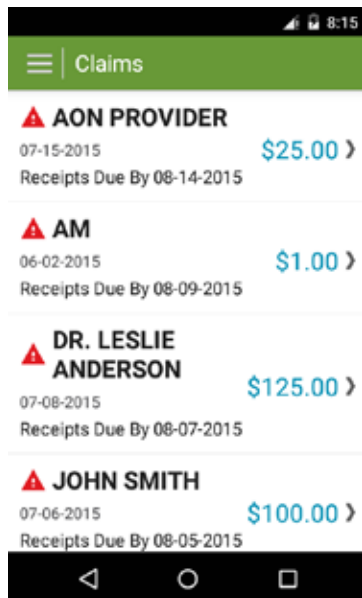
For **Health Care Spending Accounts**
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How to Submit Supporting Documentation

When you have a claim that requires validation, an alert will appear at the top of your **Accounts** page. When you view the alert(s), a message will direct you to submit documentation.

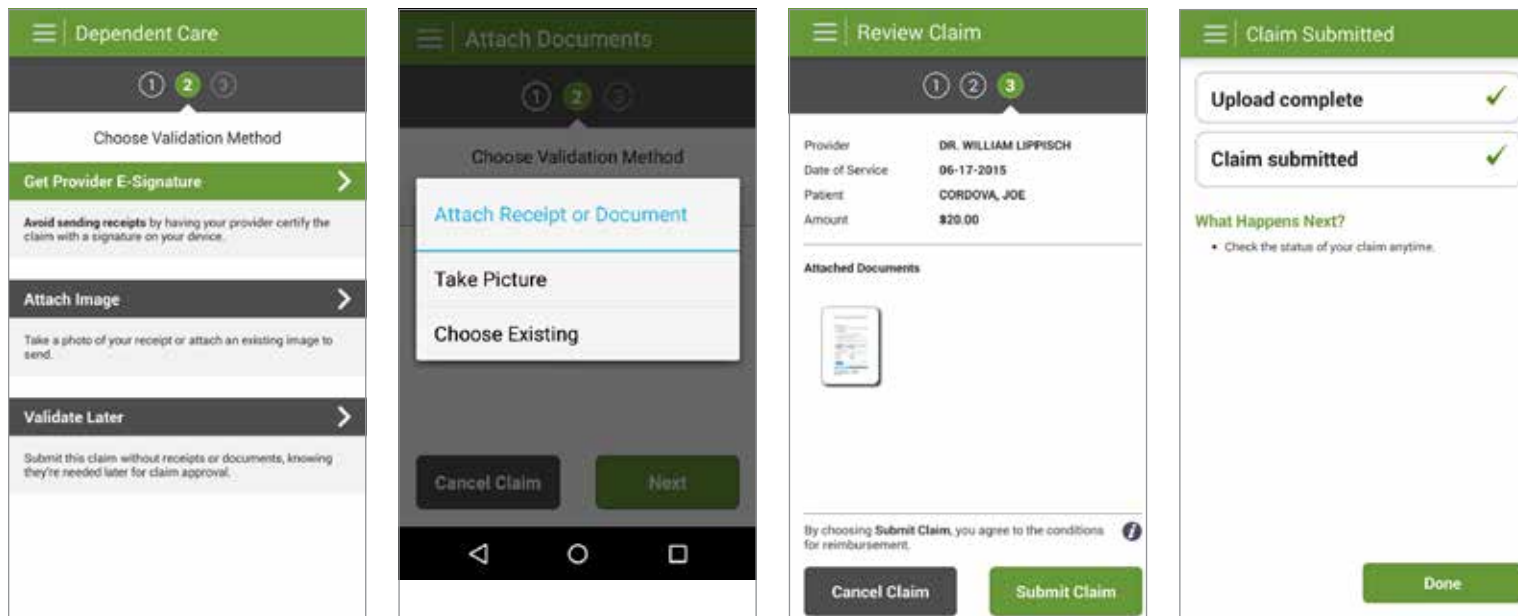
Follow these steps to submit required documents for an existing claim:

1. From the **Accounts** page, tap the message that says documentation is needed.
2. Select the claim(s) for which receipts and/or other documents are due.
3. From the **Claim Detail** page, click on **Send Documents**.



How to Submit Supporting Documentation continued

4. Submit your documentation by attaching a picture of your documents (taken with or stored on your Android device).
5. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.



Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

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Only for | **Dependent Care Spending Accounts**

Submitting a Dependent Care Claim? E-Signature Makes It Easy!

Using the **Dependent Care E-Signature** feature of the **Reimburse Me** app, you don't need to send YSA a hard-copy or electronic receipt from your dependent care provider(s) for reimbursement. Instead, you can quickly put your reimbursement claims into process—all from your smartphone. Here's how it works:

1. From the **Accounts** page, select **Submit Claim**.
2. On the next screen, choose **Dependent Care** as the type of claim, and enter your claim details, including type and date of dependent care service, provider, patient, and dollar amount.
3. Enter your claim details, including type and date of dependent care service, provider, dependent, and dollar amount.

The screenshot shows the 'Enter Claim Details' screen in the Reimburse Me app. At the top, there is a green header with a menu icon and the text 'Enter Claim Details'. Below the header, there are three numbered steps: 1, 2, and 3. Step 1 is highlighted. The form contains the following fields:

- TYPE OF CLAIM:** A dropdown menu with 'Dependent Care' selected.
- SERVICE BEGIN DATE:** A date picker showing '06-19-2015'.
- SERVICE END DATE:** A date picker showing 'Service End Date'.
- SERVICE PROVIDER:** A text field containing 'DR. WILLIAM LIPPISCH'.
- DEPENDENT:** A text field containing 'CORDOVA, JOE'.
- REQUESTED AMOUNT:** A text field containing '\$20.00'.

How to Submit a Dependent Care Claim **continued**

4. Decide how you want to validate your claim—whether by getting a Provider E-Signature, attaching an image, or waiting until later to submit documentation.
5. If you choose the Provider E-Signature option, simply have the dependent care provider tap and sign the signature line of your smartphone screen and select **Next**. You can then complete the rest of the claims submission process on your phone.
6. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

The following screenshots illustrate the steps to submit a dependent care claim:

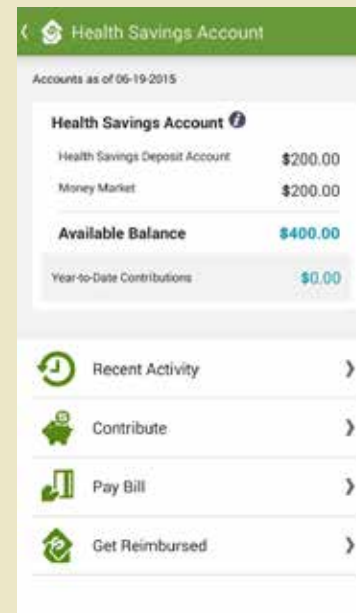
- Step 1: Choose Validation Method**
The screen shows the 'Dependent Care' header and a progress indicator with steps 1, 2, and 3. Under 'Choose Validation Method', the 'Get Provider E-Signature' option is selected. The claim details are: Provider: DR. WILLIAM LIPPISCH, Date of Service: 05-18-2015 to 05-19-2015, Dependent: CORDOVA, JOE, Amount: \$20.00. A signature line is present with a placeholder 'X' and the text 'Provider: Tap here to sign.' At the bottom are 'Cancel Claim' and 'Next' buttons.
- Step 2: Get Provider E-Signature**
The screen shows the same claim details. The signature line now contains a handwritten signature. Below the signature line, it says 'Signed 05-19-2015'. At the bottom are 'Cancel Claim' and 'Next' buttons.
- Step 3: Review Claim**
The screen shows the 'Review Claim' header and the same claim details. The signature line shows the handwritten signature and 'Signed 05-19-2015'. At the bottom, there is a disclaimer: 'By choosing **Submit Claim**, you agree to the conditions for reimbursement.' followed by an information icon. At the bottom are 'Cancel Claim' and 'Submit Claim' buttons.
- Step 4: Claim Submitted**
The screen shows the 'Claim Submitted' header. It displays 'Upload complete' and 'Claim submitted', both with green checkmarks. Below this, it says 'What Happens Next?' followed by a bullet point: 'Check the status of your claim anytime.' At the bottom is a 'Done' button.

Only for | Health Savings Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

- View time-sensitive alerts
- Check your account balance(s)
- View recent activity
- Pay a bill
- Get reimbursed
- Make a contribution
- View pending authorizations



Only for | Health Savings Accounts

How to Get Reimbursed

1. From the **Accounts** page, select **Health Savings Account**.
2. On the next screen, choose **Get Reimbursed**.
3. On the **Get Reimbursed** page, indicate where you want the reimbursement from your Health Savings Account to be deposited.
4. After specifying the amount of your reimbursement, select **Next** to review your reimbursement details and then **Submit**.
5. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

The first screenshot, titled 'Get Reimbursed', shows the 'Transfer from' section with 'Health Savings Account' and an available balance of \$400.00. The 'Transfer to' section shows 'Test Ally CHECKING (*****0851)'. The 'Amount' is set to \$20.00 and the 'Date' is 06-19-2015. At the bottom, there are 'Cancel' and 'Next' buttons.

The second screenshot, titled 'Review Reimbursement', shows the same details: 'From: Health Savings Account', 'To: Test Ally CHECKING (*****0851)', 'Amount: \$20.00', and 'Date: 06-19-2015'. A note at the bottom states: 'Reimbursements to external accounts may take up to 3 business days. Reimbursements made after 9 p.m. CT on weekends or holidays will be processed the next business day.' At the bottom, there are 'Cancel' and 'Submit' buttons.

The third screenshot, titled 'Reimbursement Submitted', shows a green checkmark and the text 'Reimbursement Submitted Successfully'. It includes two bullet points: 'Your confirmation number is 6851539.' and 'To view or edit this pending transaction, go to the full Your Spending Account website.' At the bottom, there is a 'Done' button.