

# WEX BENEFITS CONSUMER MOBILE APP QUICKSTART GUIDE



Welcome to your **UAS** Benefit Accounts Mobile App. This one-stop app gives you 24/7 access to view information and manage your Health Reimbursement Account (HRA). It enables you to:

- File a claim online
- Upload receipts and track expenses
- 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 password

Your portal is designed to be easy to use and convenient.

## HOW DO ACCESS THE APP?

1. Go to the google play or Apple store and search for **UAS FSA & HRA**
2. Download the app and tap on the icon to open it.

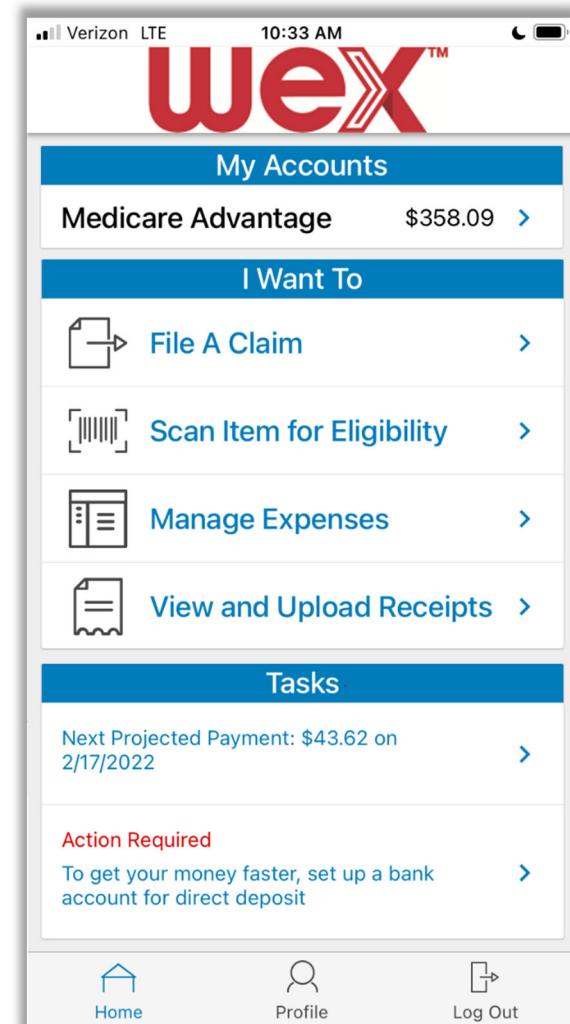


## HOW DO I LOG ON TO HOME PAGE?

1. Tap on the app icon.
2. Enter your login ID and password (both provided by UAS).
3. Click **Login**.

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

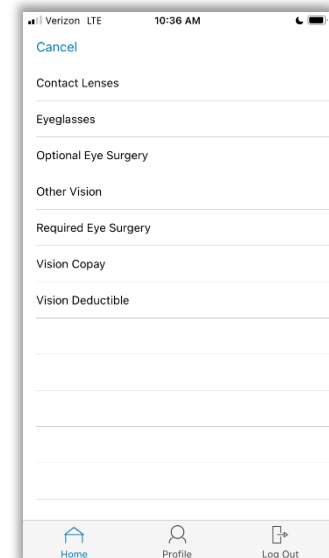
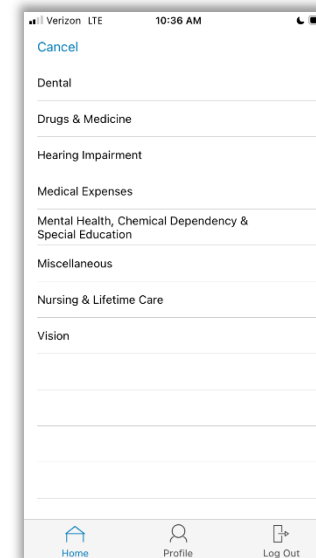
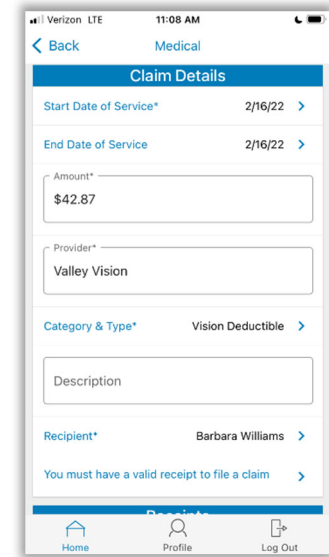
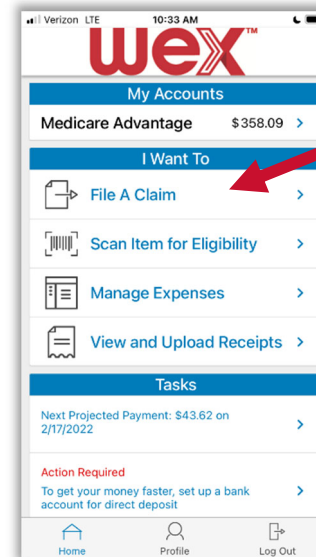
- Easily access the **Available Balance** and **“I Want To”** sections to work with your accounts right away.
- The **I Want To**...section contains the most frequently used features for the consumer mobile app.
- The **My Accounts** section links to your Accounts, Investments, and Profile.
- The **Tasks** section displays alerts and relevant links that enable you to keep current on your accounts.
- The **Smart Scan** section allows you to import your Explanation of Benefits and auto-create a claim.



## HOW DO I FILE A CLAIM AND UPLOAD A RECEIPT?

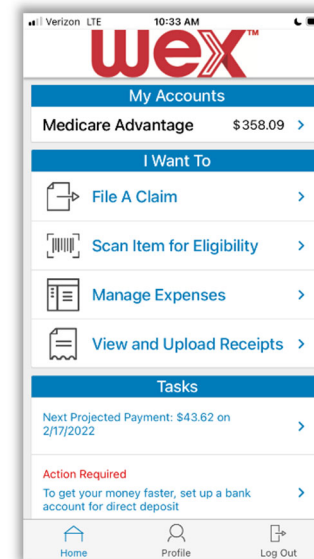
1. On the **Home Page**, you can simply tap “**File a Claim**” under the “I want to...” section.
2. The claim filing wizard will allow you to enter all of your claim information on one page.
3. Select the start and end date of service.
4. Enter the cost of your service in the Amount section and complete the Provider section.
5. Tap on Category & Type to pick from a list of expense categories and types.
6. You can attach a receipt by either choosing a photo from your camera, taking a new picture, or selecting an image from the receipt organizer.

NOTE: If you see a **Receipts Needed** link in the Tasks section of your Home Page, click on it. You will be taken to the **Claims** page where you can see the claims that require documentation. You can easily upload the **itemized receipts** from this page or use one of your **mobile quick receipts**.



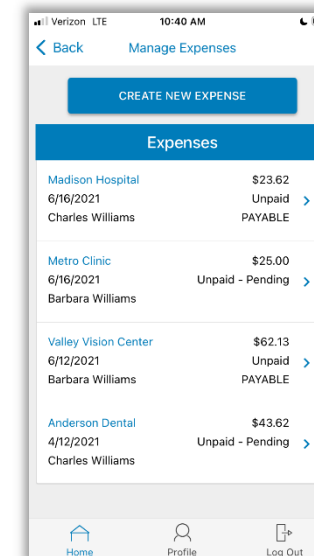
## HOW DO I VIEW CURRENT ACCOUNT BALANCES AND ACTIVITY?

1. The **My Accounts** section shows your current balance.
2. Tap on the plan name to see additional details include account activity.



## ALL HEALTH CARE EXPENSE ACTIVITY IN ONE PLACE To view and manage ALL healthcare expense activity from EVERY source, use **Expense Manager**

1. Under the **I Want to** section is the **Manage Expenses** option. The **Expense Manager** provides you with an easy-to-use, consolidated view of expenses for ongoing management of medical claims, premiums, and card transactions.
2. At-a-glance details make it easy to review recent transactions.
3. Tap on “create new expense” to add a saved expense or file a new claim.
4. Quickly review transaction details by tapping on the desired expense.

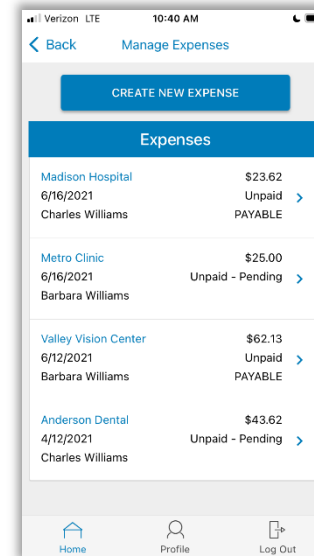


## HOW DO I ADD AN EXPENSE TO THE **Expense Manager**?

1. From the **Expense Manager** Page click on the **Add Expense** button on the top of the page.
2. Complete the expense detail fields. You can even upload a copy of the receipt and, add notes for your records.
3. Once the expense has been added to the **Expense Manager** you can submit the expense, if desired.

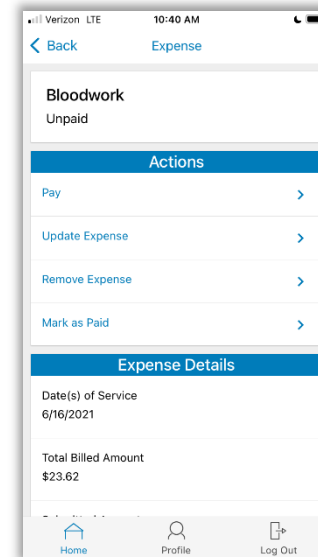
## HOW DO I PAY AN EXPENSE?

1. You may process payments/ reimbursements for unpaid expenses directly from the **Expense Manager**.
2. Expenses will be categorized and **payment** can be initiated for unpaid expenses by on the expense details.
3. Simply choose which expenses you would like paid and you will be presented with the eligible accounts from which you can initiate payment.
4. When you tap **Pay**, the claim details from the **Expense Manager** will be pre-populated within the claim form. Review and edit the claim details as needed.
5. You will have the option to either request a reimbursement to yourself or pay the provider.



## HOW DO I EDIT AN EXISTING EXPENSE IN THE **Expense Manager**?

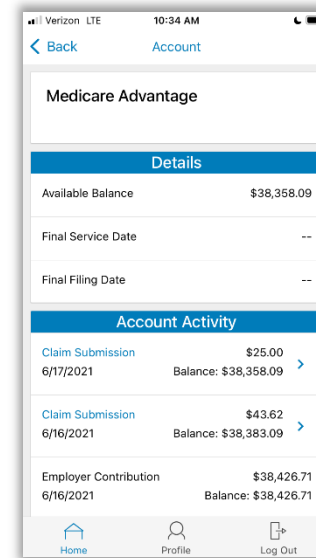
1. You can edit expense details for all claim statuses directly from the **Expense Manager** page.
2. Expand the claim details visible by clicking on the expense line item from the Dashboard.
3. You will be presented with options to add expense notes, update the expense details, mark the expense as paid/unpaid or, remove the expense from the **Expense Manager**.



## HOW DO I VIEW MY CLAIMS HISTORY AND STATUS?

1. From the **Home Page**, tap on the plan name to see your claims history.
2. By tapping on the line of the claim, you can expand the data to display additional claim details.

**Did you Know?** For an alternative perspective, you may also view claims history and status for all claim on the **Expense Manager** page.



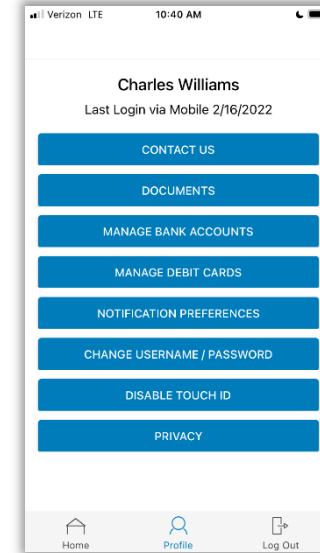
## HOW DO I REPORT A DEBIT CARD MISSING AND/OR REQUEST A NEW CARD?

1. From any page, tap on the Profile icon.
2. Tap on Manage Debit Cards to put a debit card on hold or report it lost or stolen.

## HOW DO I GET MY REIMBURSEMENT 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.

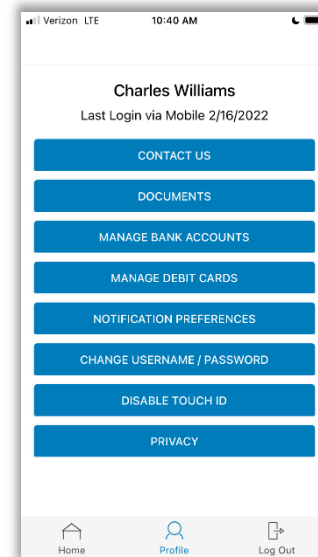
1. From the **Home Page**, under the **Tools & Support** tab, click **Change Payment Method** under the “**How Do I**” section
2. Select **Update** for the appropriate plans. Update the secondary reimbursement method to **Direct Deposit**.
3. Enter your bank account information and click **Submit**.
4. The **Payment Method Changed** confirmation displays.
5. **If there is a bank validation requirement**, you will be notified on the portal to look for a small transaction or “micro-deposit” in your designated bank account in the next couple of days to enter online, which will validate your account.





## HOW DO I CHANGE MY PASSWORD?

1. From any page, tap on the **Profile** icon, and tap **Change Username/Password**.
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. Tap **Save**.



## HOW DO I VIEW OR ACCESS:

### ...DOCUMENTS & FORMS?

1. From any page, tap on the **Profile** icon.
2. Tap **Documents** tap on the form or document of your choice.

### ...NOTIFICATIONS?

1. From any page, tap on the **Profile** icon.
2. Tap on **Notification Preferences**.
3. Tap on any notification or document as well as adjust notification preferences.

