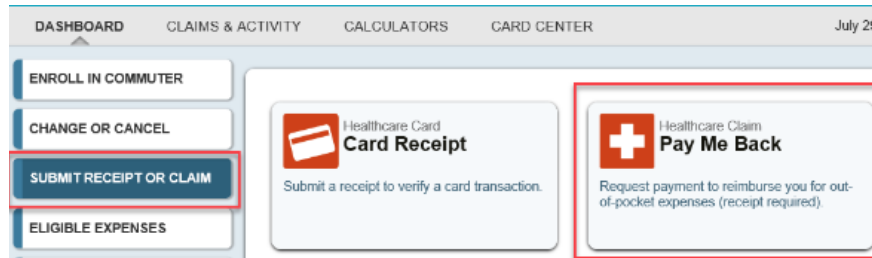


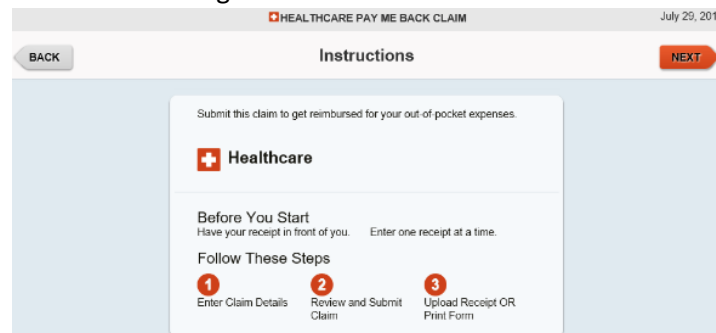
Wageworks - Flexible Spending Account (FSA) Desktop Reimbursement Instructions

Member must be logged in to their account on the website www.wageworks.com to submit an online Pay-Me-Back (PMB) claim. Online PMB claims cannot be processed until the receipt (s) and/or documentation has been received.

- Employees will click on “Submit Receipt or Claim” then Pay Me Back.



- Employees will see the following instructions.



- Employees will be prompted to enter the 5 items of information from their receipt(s).

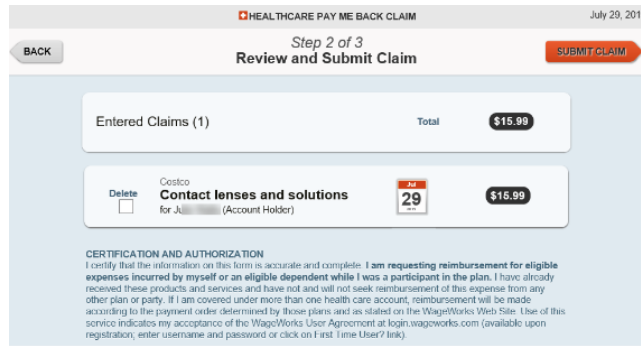
The screenshot shows the 'HEALTHCARE PAY ME BACK CLAIM' form for July 29, 2019, at 'Step 1 of 3: Enter Claim Item 1'. It includes a 'BACK' button and a 'NEXT' button. The form contains the following fields: 'Provider Name' (dropdown menu with 'Costco' selected and '+ ADD NEW PROVIDER' button), 'Service Start Date' (text input with '07/29/2019' and a date format example), 'Service End Date (optional)' (text input with a date format example), 'Description of Service - Select from Common Services or Other Services:' (two dropdown menus: 'Common Services' with 'Select from Common' and 'Other Services' with 'Select from Others'), 'Amount' (text input with '\$' and 'Your out-of-pocket cost.'), and 'Patient Name' (dropdown menu with 'Select Name' and '+ ADD NEW PATIENT' button). At the bottom, there are two radio buttons for 'Mileage Reimbursement for This Claim (optional)': 'Enter Mileage' and 'Enter Locations'. At the very bottom, there are two orange buttons: 'MORE - Add Another Item for This Receipt' and 'NEXT - No More Items for This Receipt'.

- Employees can enter a new provider in the field provided, or if claims have previously been submitted for a provider, they can select their name from the drop-down menu.
- The Other Services dropdown will list Ineligible expenses. When an ineligible expense is selected, a denial will occur prior to the submission of the claim.
- If an expense is questionable, a message will be triggered that an Letter of Medical Necessity/Prescription (LMN/RX) is necessary. This will let you know that additional documentation is required.
- If the Patient Name is not listed in the dropdown, employees should click on the '+Add New Patient' button and enter First Name, Last Name, and Select Relationship from the drop-down list.

- When the employee selects an eligible medical expense in the “description” box, medical mileage can be entered.

- If there are multiple expenses on the same receipt, employees can click 'More - Add Another Item for This Receipt' for each additional expense.
- Once all items from the receipt have been entered employees will click 'Next - No More Items for This Receipt' button.

- The Claim Summary will display.



- The employee will have the option to click 'Back' to make changes to the information entered, if needed.
- Employees will have the option to delete a line if entered incorrectly by checking the 'Delete' box.
- If there are no changes, the employee will click the 'Submit Claim' to continue.
- After the employee clicks "Submit" they will be prompted to submit their receipt

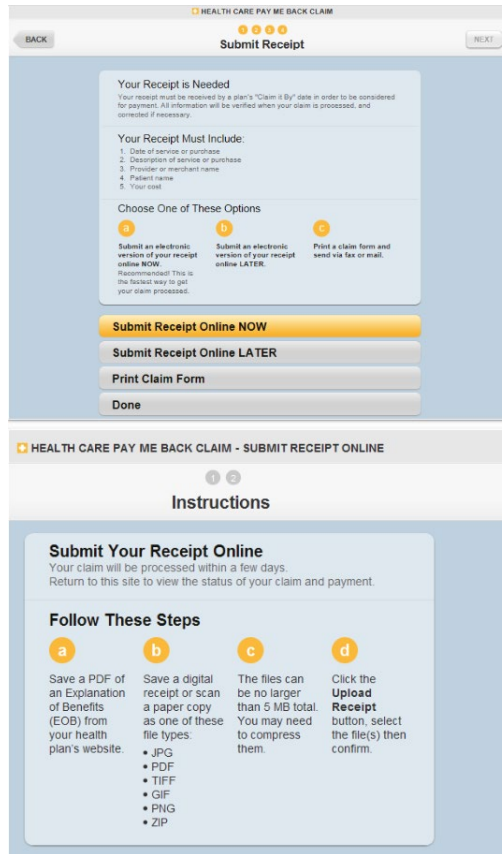
! Saved but Need Receipt!

You are required to submit a receipt before your claim can be processed.

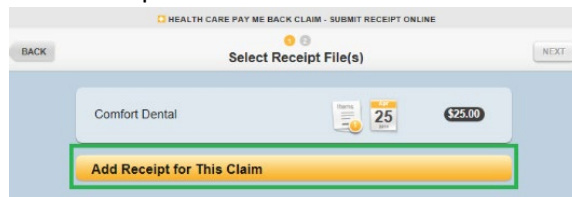
You will have the opportunity to do so next.

OK

- Employees will have the option to 'Submit Receipt Online NOW' or 'Submit Receipt Online LATER'.
- By clicking the 'Submit Receipt Online NOW' provides employees with the option to upload the receipt.
- The next screen provides Instructions to upload the receipt. The following file types are acceptable, JPG, PDF, TIFF, GIF, PNG and ZIP. The maximum size limit is 5MB.



- Click 'Next' to select 'Add Receipt for This Claim'

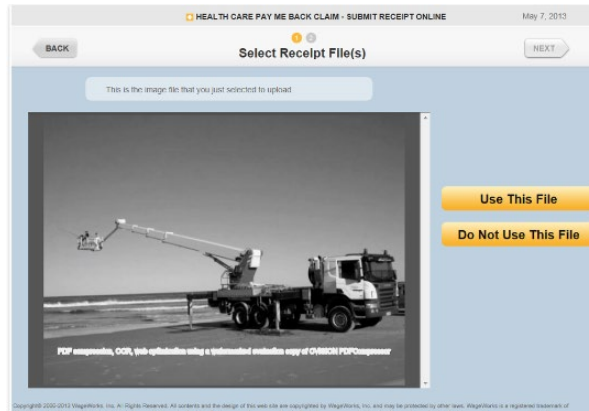


- Employees will be able to select a file on their computer for upload by highlighting the file and clicking on the 'Open' button

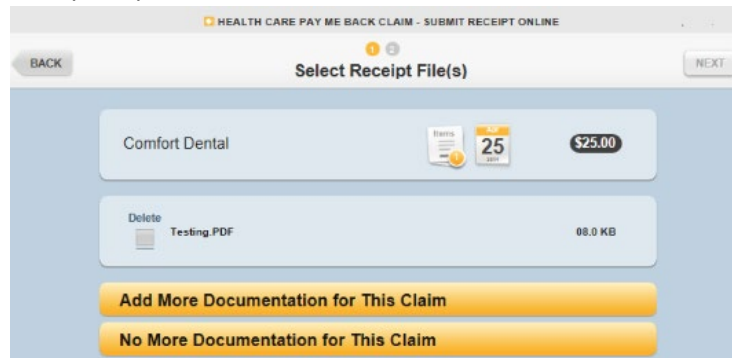


- A preview of the selected image will be provided to review before submitting.

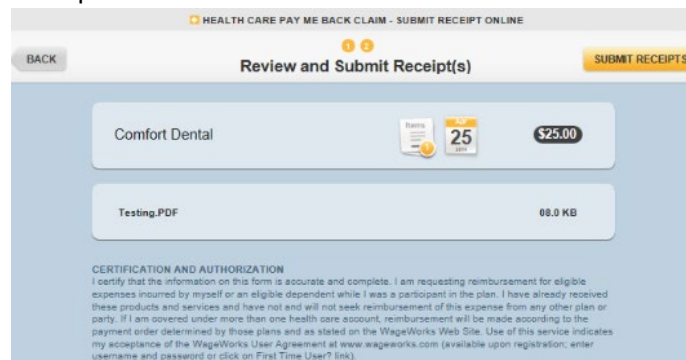
- Employees will select 'Use This File' button or 'Do Not Use This File' button. The option to preview is not available for ZIP files (because the file is actually a folder that contains any number of other files).



- Employees will be prompted to select 'No More Documentation for This Claim' button.



- To complete the submission employees will click 'Submit Receipts' button and will receive a confirmation of receipt submission.



Success!

Your receipt / file was successfully submitted.

Your claim will be processed in 2 to 3 business days.

You can check its current status on the Claims & Activity page at any time.

OK