

USING YOUR FSA

INSTRUCTIONS FOR FILING A CLAIM

FSA CARD USERS	Please do not send documentation unless you receive a letter from CDB. Nearly 80% of FSA Card transactions do not require anything further.	
ONLINE	Login to the Custom Design Benefits FSA portal. Select the Request Payment button at the top of the screen and follow prompts to complete your claim form electronically. Then email, fax or mail your documentation to Custom Design Benefits. Retain a copy of this for your records.	www.CustomDesignBenefits.com/MyFlexLogin
EMAIL	Complete the FSA Claim Form & attach scanned documentation to the email. All other questions and forms should be emailed to our Flex email address.	FlexClaims@CustomDesignBenefits.com FLEX@CustomDesignBenefits.com
FAX	Complete the FSA Claim Form & fax with documentation.	513.598.2901
MAIL	Complete the FSA Claim Form & mail with documentation. (Please keep copies of your documentation.)	3737 West Fork Road Cincinnati, OH 45247
QUESTIONS?	513.598.2929 Local Cincinnati 800.598.2929 Toll-Free 866.598.2939 Toll-Free 24-Hour Balance Inquiry	

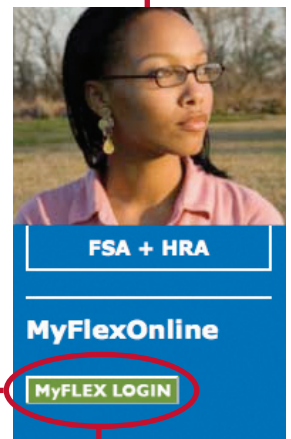
GETTING ONLINE

To learn more about FSAs, visit our website, www.CustomDesignBenefits.com, and click on the FSA+HRA button (see image at right). Our website offers:

- **Worksheet & Calculator** – Figure out how much to elect in your FSA based on what you normally spend and estimate your tax savings.
- **Forms** – Download forms or complete electronically and email to us.
- **Frequently Asked Questions** – Answers to common questions about FSAs are provided online with links to other resources.

Once you become an FSA participant, you can review your account online. From our home page, click on **MyFlexOnline** (see image at right). The first time you access your account, click New User to register and set up your own Username and Password.

look for this image:



When you select “MyFLEX LOGIN” from the home page www.CustomDesignBenefits.com, you will be directed to MyFlexOnline.

At **MyFlexOnline**, you can check your FSA and HRA year-to-date expenses, check your account balance, print reports, and file claims.

A screenshot of the MyFlexOnline login page. The page has a blue header with the 'MyFlexOnline' logo. Below the header, there is a white box containing the login form. The form is divided into two sections: 'Registered Participants' and 'Additional Options'. The 'Registered Participants' section has two input fields: 'User Name' and 'Password', and a 'LOGIN' button below them. The 'Additional Options' section has two links: 'NEW USER' and 'LOST PASSWORD'. At the bottom of the page, there is a note: 'First time? Click on "New User" to establish your username and password to manage your account.'