

Benefits Card



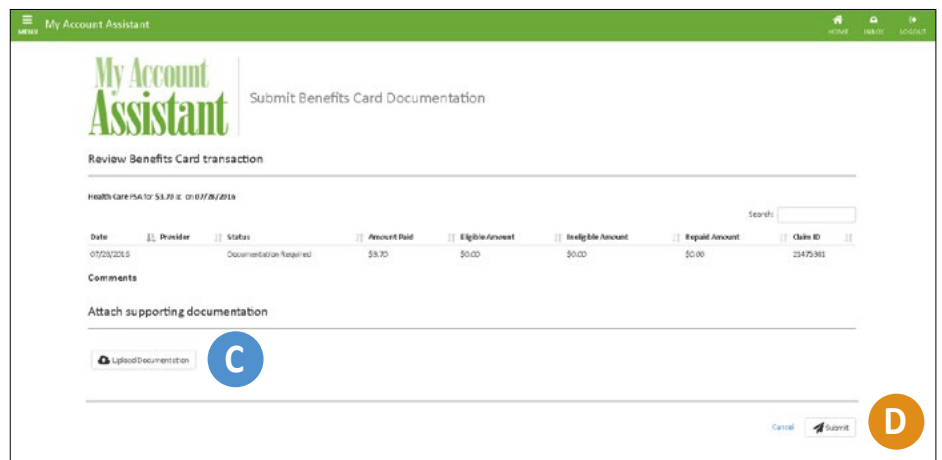
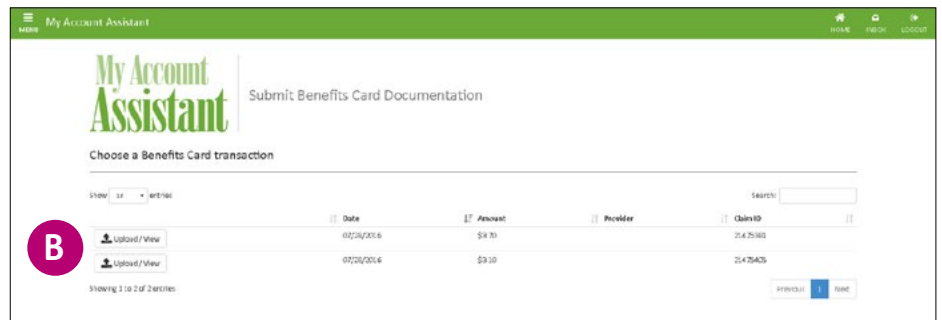
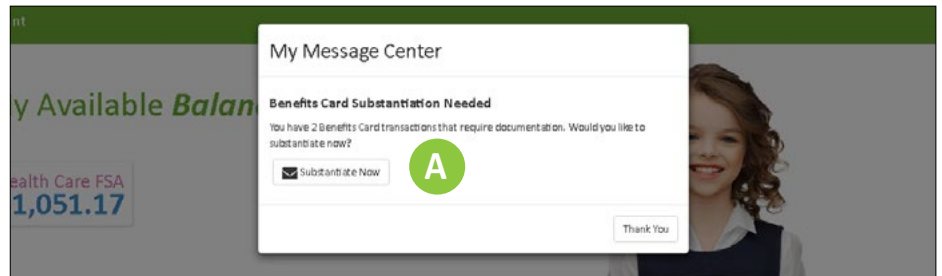
How to *Upload Documentation*

Log In

1. Go to www.ebcflex.com.
2. Click "Log In" at the top of the page and choose "Participants."
3. Log in to My Account Assistant with your Username and Password. To create an account, click on the "Register" button.

Upload Documentation

1. Once logged in, a message will appear if you have transactions to substantiate.
Click "Substantiate Now" **A** to begin, or select "Benefits Card Documentation" under "Submit" in the menu at another time.
2. Click the "Upload/View" link **B** for any transactions you want to substantiate.
3. Click "Upload Documentation" **C** to attach a scanned receipt, Explanation of Benefits (EOB), or other documentation.
Your files must be less than 10 MB each.
Click the "x" to remove a document.
4. Click "Submit" **D** when ready.
5. A thank you note lets you know the submission has been completed. You may now click the "Upload/View" link on any remaining transactions and repeat the upload process.



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Questions?

If you have any questions, feel free to contact Participant Services at **800 346 2126**, or email participantservices@ebcflex.com.