



How to Use the MyFlexMobile App

(For iPhone or Android devices)

What can I do with the MyFlexMobile app?

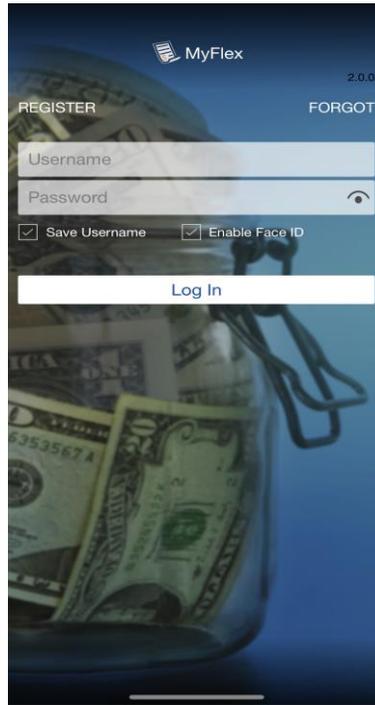
- Enter new claims
- Upload receipts for debit card claim use verification
 - View account balances
- Review the history of mobile app claim submissions

Get started TODAY!

The MyFlexMobile App can easily be downloaded for **FREE** from the iTunes Store or Google Play (formerly known as the Android Market) to you iPhone, iPad, iPad Mini, iPod Touch and Android devices.



From the login screen, enter your Username & Password (this is the same username and password used for MyFlexOnline.com) Select **Log In** to continue.



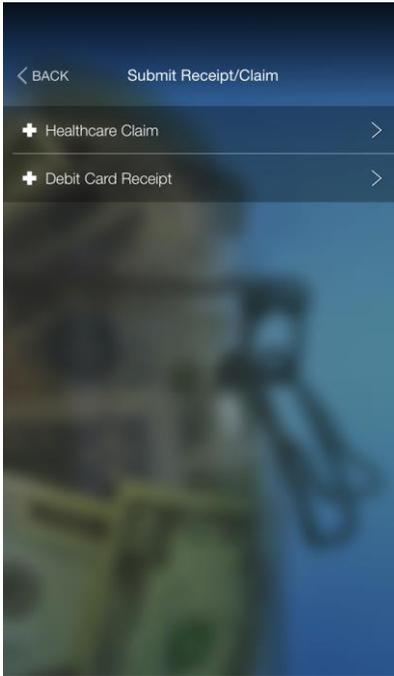
Once logged in you will be able view your current benefit account balances, as well as view other options available through the app, on the main page.

To submit a new claim or a debit card receipt, select **Submit Receipt or Claim**.

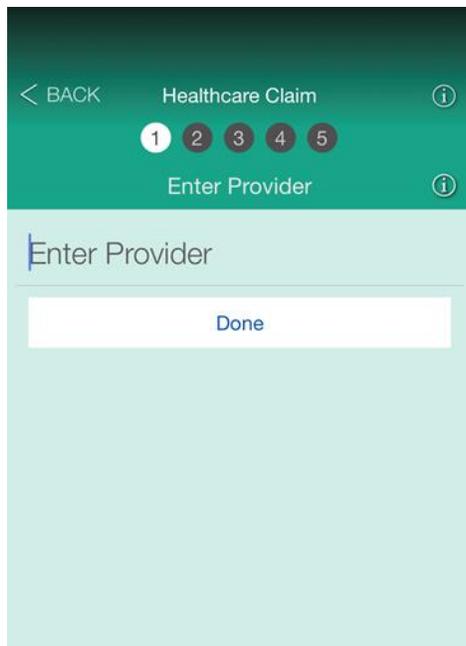


To upload a health reimbursement claim, click on **Healthcare Claim**.

NOTE: The examples below will show the process for submitting a health reimbursement claim for expenses paid out of pocket. If submitting a receipt for FSA Debit Card substantiation, click on **Debit Card Receipt** and follow the steps to upload your receipt for verification.



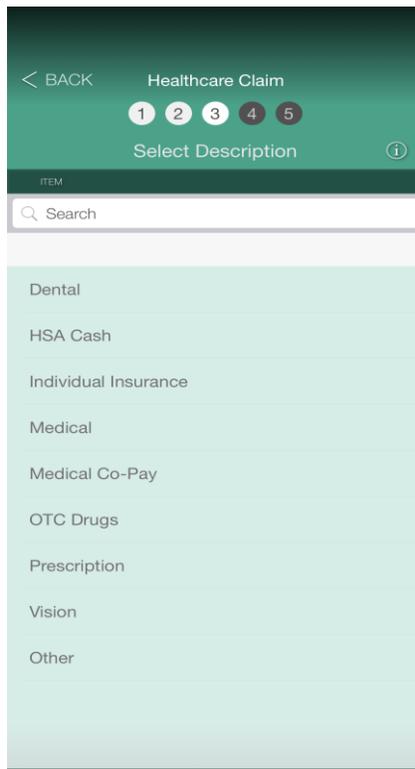
Enter the provider of your expense then select **Done** to continue.



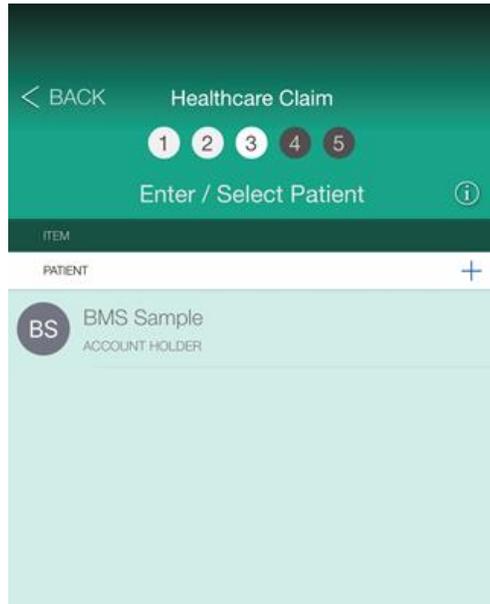
Using the date reel, enter the month, day and year of your service date. *Note: You will be asked to enter the Service Start Date and then the Service End Date. This may be the same date.* Select **Done** to continue.



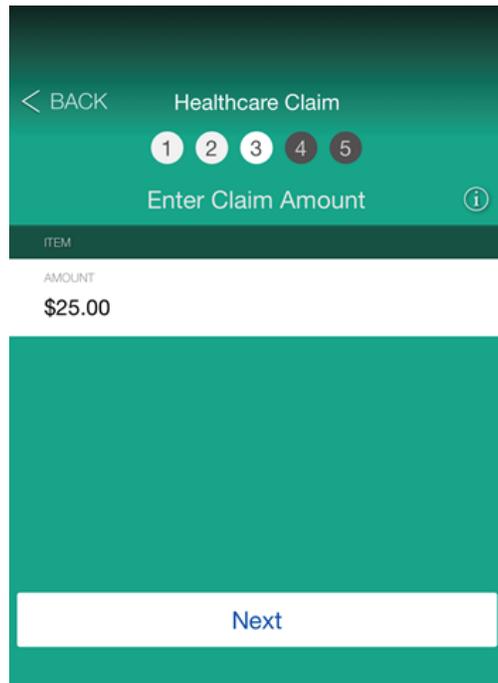
Select the type of expense (**Description**) you are submitting.



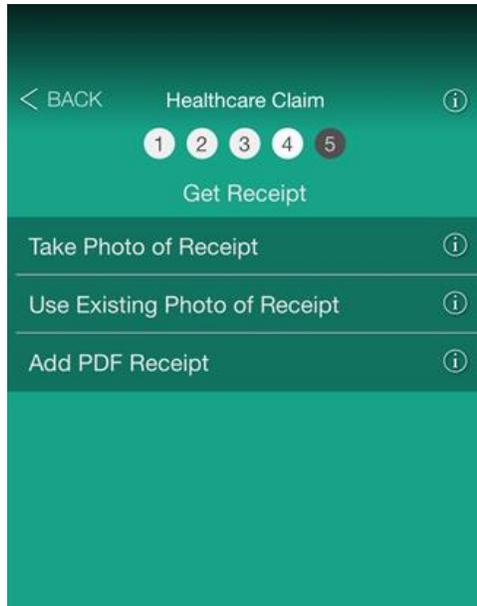
Select the **Patient** who incurred the expense or enter a new **Patient** (dependent).



Enter the **Claim Amount** and select **Next** to continue.



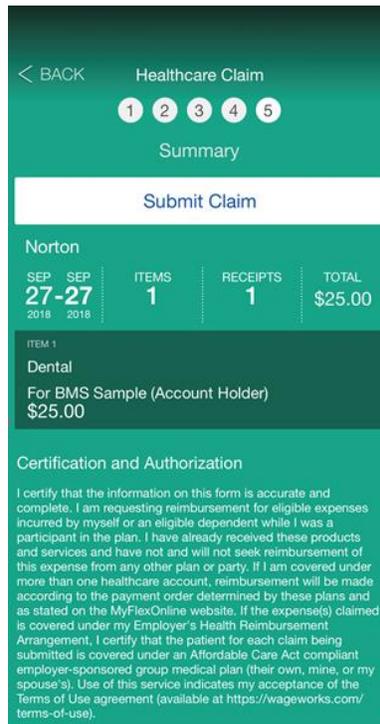
When adding a photo to your claim you have three options - you may **Use an Existing Photo** which will pull up the current photos stored on your phone, you can **Take a Photo** of your receipt you may have at hand, or you can **Attach a PDF Receipt**.



If you select **Take Photos**, the camera on your phone will automatically open. Take a picture of your receipt. If the photo looks good, i.e. clear and legible, select **Next** to continue.



To finalize your upload, carefully review the attestation statement and select **Submit Claim**.



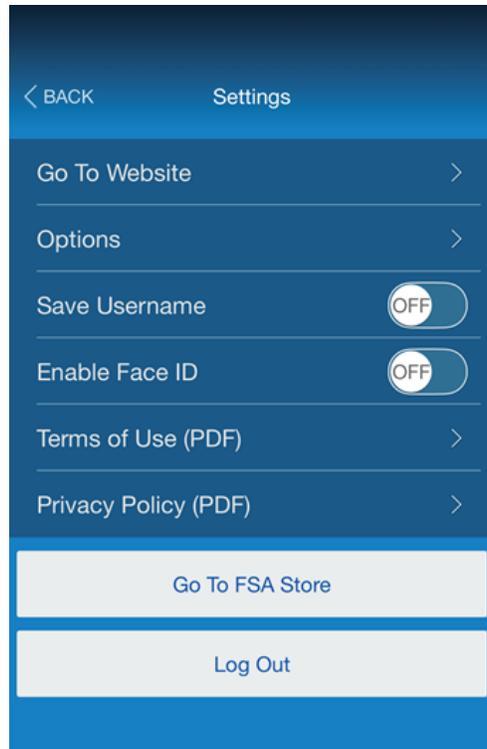
After submitting your claim, tap the screen when it says **Claim Received** to return to your account overview page.

Select **Claim & Activity**, to view the history of your MyFlexMobile claim submissions.

Select **Current Account**, to view your benefits and balances.



After reviewing your benefit accounts, select **Back** to submit a new claim or click on the three lines in the left-hand corner and select **Log Out** to exit your account.



We thank you for enrolling in the Flexible Spending Account with BMS LLC! Please feel free to contact our Customer Service Team with any additional questions you may have concerning your participation in the FSA.

Mailing: P.O. Box 43653, Louisville, KY 40253-0653
(502) 244-1161 FAX (502) 244-1162 (800)919-BMSI
Email: claims@bmsllc.net
www.bmsllc.net