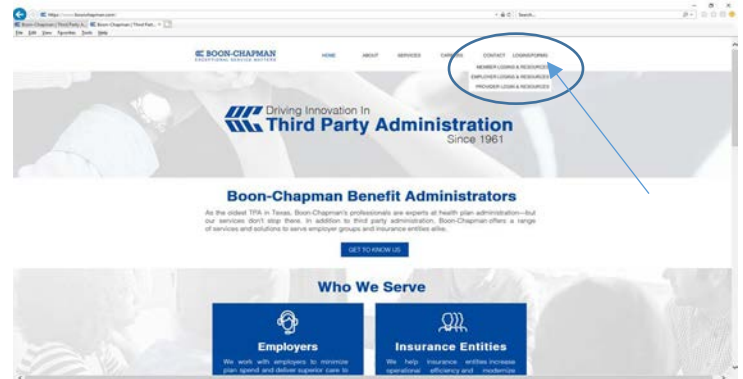


Please read below instructions to login to your Boon Chapman Flexible Spending Account, view or manage your expenses and upload receipts to substantiate your claims.

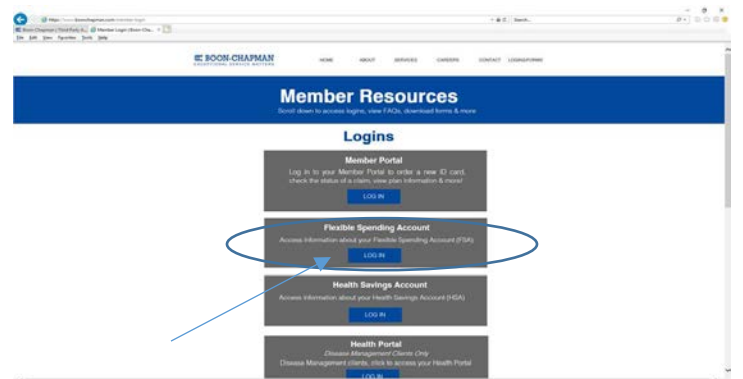
Employees who do not participate on the Flexible Spending Account for do not need to follow these login instructions. Visit the website below to login to Boon Chapman.

www.boonchapman.com

From the LOGINS/FORMS menu choose MEMBER LOGINS & RESOURCES

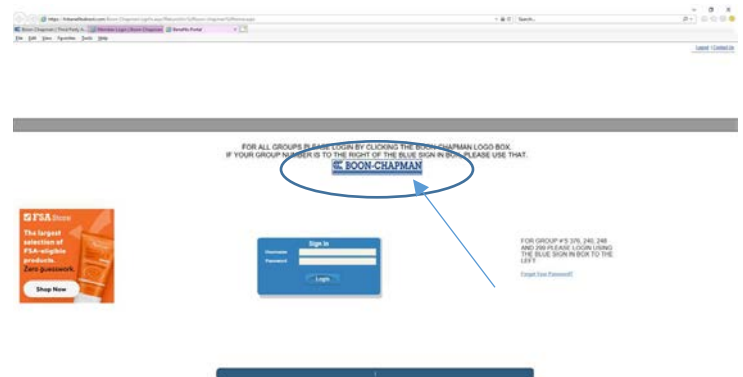


Click on LOG IN for the Flexible Spending Account



This plan requires the member to create a new username and password. Do not sign into the blue box on this page.

Click on the Boon Chapman Logo shown here.



TWO LOGIN OPTIONS

You can login as New User?

Click on Create your new username and password. Complete the User Identification and security questions before setting a new password.

OR

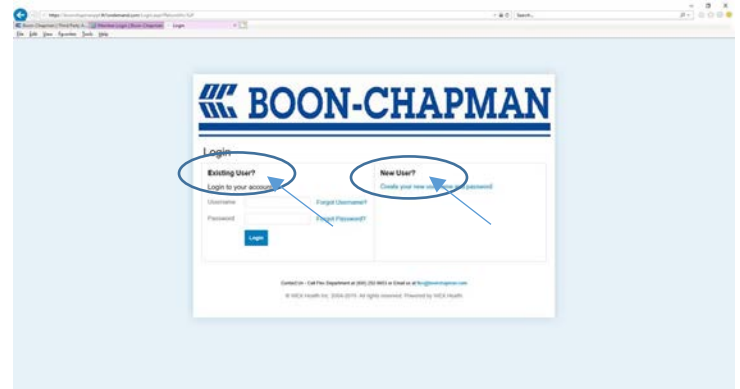
Login in to your account as an existing user?

The username is the employee first letter of the first name, the last name and the last four of the employee social security number using lower case text. The suffix should follow the last name in lower case text.

(for example flast1234) please do not use this as your login

The password is the employee last name and the last five of the employee social security number using lower case text.

(for example last51234) please do not use this as your login



Welcome to the Participant Portal!

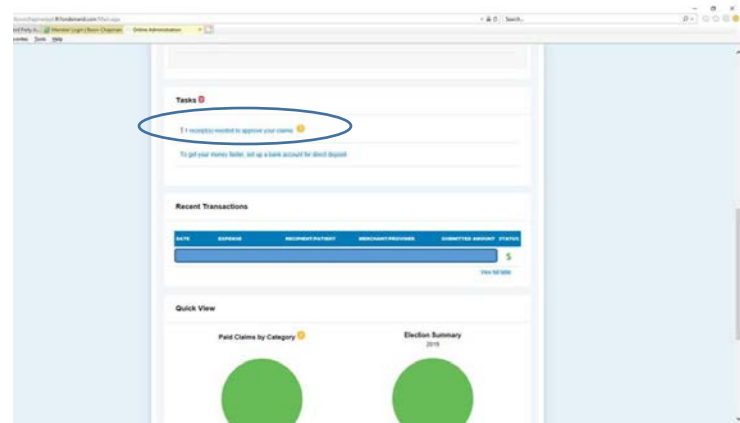
On this page you can File a Claim and/or create a reimbursement by uploading receipts for qualified medical expenses.

You can Manage Expenses and view receipt status. If the status says a receipt is required, you must upload a valid receipt.

The benny card/flex spending debit card may not process future claims or expenses if receipts are not uploaded timely.



The Tasks show if a receipt is needed to approve your claims. Click this link to view which claims need receipts.



Click on upload receipt.



Tools & Support Tab allows you to Submit Forms, View Plan Summaries to include FSA Plan Rules, FSA Plan Descriptions and FSA Plan Details and How Do I questions.

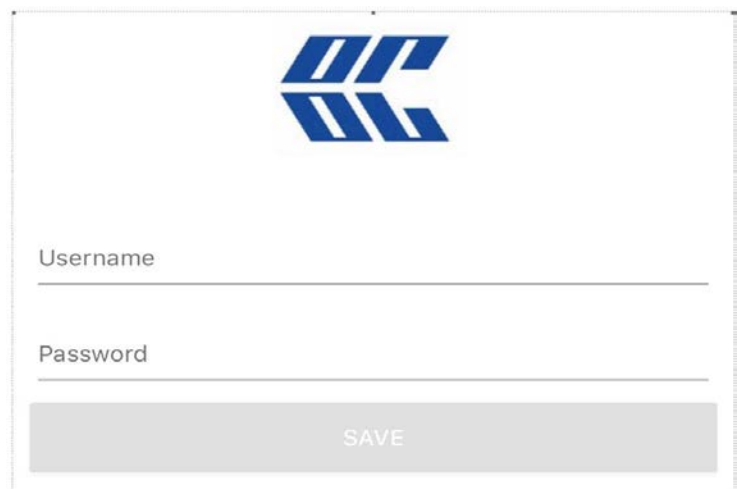
You can update notification preferences and set text alerts.

Boon Chapman Flex Department contact information is listed here for your convenience.



Once you have created your account on the portal, download the Boon Chapman Flex app on your device and login with the username and your updated password.

Access your account anytime, anywhere from your mobile device.



Did you know????? The Benny Card can be listed as the payment card for your MaxorPlus mail order prescriptions. Call MaxorPlus at 1-800-687-8629 to add your card to your account.

You should call Boon Chapman at 800-252-9653 if you have any questions about your Flexible Spending Account or the Benny Card.