



How to get reimbursed from your FlexComp Plan.

With your ADP FlexComp Plan, you have options!

When you enroll in the FlexComp Plan, you can decide how you want to be reimbursed when you incur eligible expenses. Details for each option are included below. If you have questions, please call ADP customer service at **1-800-336-1881**. To manage your account online, make sure you register at **myspendingaccount.adp.com**. Remember, you can use your NDPERS Member ID instead of your Social Security number when registering.

DEBIT CARD

- The biggest advantage to using the card is not having to pay for eligible healthcare expenses out of your pocket and then waiting to get reimbursed. Swipe the card at the doctor, pharmacy, optometrist, dentist and for over-the-counter medical supplies and the funds are deducted from your FlexComp Plan.
- **IMPORTANT: Save your receipts!** Why? Since the FlexComp Plan is a tax-free benefit, the IRS requires that the card **only** be used to pay for eligible healthcare expenses. ADP validates most card swipes, but there may be some instances when we cannot determine if a card swipe was for an eligible expense and we will need your help. **So please save your receipts in case we ask for them.** Receipts must include provider name, patient name, date of service, type of medical expense and the amount. If receipts are requested and not provided, your card could be turned off.
- Use your debit card to pay for a dependent's eligible health, dental or vision expenses as long as the dependent(s) is enrolled in an NDPERS respective health, dental and/or vision plan.
- Need an additional card for a covered family member? Just call **1-800-336-1881** to request one.
- Remember, you are not required to use the debit card. It is optional.
- Your card is good for three years.
- The option to file a paper claim for reimbursement of expenses not paid with the card is always available to you.
- The card cannot be used for Dependent Care FlexComp Plan expenses (i.e. daycare or after-school care).

PAPER CLAIM

- Pay for eligible healthcare, day care or elder care expenses out of your pocket.
- Download a claim form from **myspendingaccount.adp.com** and complete the form.
- Send the form and copies of your itemized receipts to the fax number or mailing address on the form.
- Receipts or Explanation of Benefits (EOBs) are required and they must clearly show date of service or purchase, type of service or name of product and the amount.
- Sign up for direct deposit online at **myspendingaccount.adp.com** and receive your reimbursement faster than by check.

AUTOMATIC REIMBURSEMENT

- If you select this option, ADP will automatically reimburse you from your healthcare FlexComp Plan for eligible out-of-pocket expenses incurred under the NDPERS-sponsored medical and dental insurance plans. No action is required on your part.
- Auto reimbursement cannot be used in conjunction with the debit card. You must choose between the debit card or auto reimbursement.
- For all other FlexComp Plan-eligible expenses, not related to medical or dental plans (vision for example), you must file a paper claim form to get reimbursed. Sign up for direct deposit online at **myspendingaccount.adp.com** and receive your reimbursement faster than by check.
- To enroll in auto reimbursement, download and complete the form available on **myspendingaccount.adp.com** under "Statements and Forms."

SMARTPHONE APP

The ADP Flexible Spending Account Smartphone App makes it easy to manage your account whenever, wherever it's convenient for you! With the Smartphone App, you can view your account balance and activity, take pictures of receipts and upload and submit claims. To download the App, log in to your account at **myspendingaccount.adp.com** and download the Mobile App User Guide.

SUBMIT CLAIMS ONLINE

You may submit FSA reimbursement claims online at **myspendingaccount.adp.com**. Enter your claim information and upload scanned images of your receipts, or choose to receive a completed claim form via e-mail. **Log in at myspendingaccount.adp.com** and select "Online Claims Submission" to get started.