

QUICKSTART GUIDE**Your Medicare Reimbursement Account****At-a-Glance**

- Your MRA:
The Essentials
- Managing Your Account
- How To Request
Reimbursement

Register online now!

If you haven't registered online yet, please do so today. To register, just visit www.healthequity.com/wageworks, select "LOG IN/REGISTER" and then "Employee Registration." You'll need to answer a few simple questions and create a username and password.

Questions?

If you have any questions or concerns, you can talk to a trained expert to learn more about the program. Just call 877.924.3967.

Download the EZ Receipts® mobile app!

Use your mobile device to file claims and take care of your account paperwork from anywhere. Go to www.healthequity.com/wageworks to learn more.

Welcome to HealthEquity. Start Saving. Here's How.

Welcome to your HAP Medicare Part B Reimbursement Account (MRA) program, sponsored by Health Alliance Plan and administered by HealthEquity. Through this program, Health Alliance Plan has put tax-free money into your MRA to reimburse you up to \$800 for your Medicare Part B premiums. You must submit proof of premium payments through the online portal, HealthEquity's EZ Receipts app, or by fax or mail. Upon approval, you will receive reimbursement by direct deposit or check, depending on how you set up your account. You have until June 30 of the following benefit year to submit your claim for reimbursement.

Inside you'll find the quick-reference information you need to be reimbursed for your paid Medicare Part B premiums using your MRA and to track your transactions – plus tips for getting the most from the program.

Your MRA: The Essentials

Your MRA is governed by IRS regulations that detail who is eligible to use the account, and where and how the money in it is to be used. Your MRA was designed to be simple. To keep it that way, it's important to comply with the IRS regulations that govern the program. The following guidelines will help you avoid any inconvenience.

- Each eligible participant will have their own HealthEquity account and use their information when submitting claims.
- **Know what expenses are eligible.** Paid Medicare Part B Premiums.
- **Proof of expenses.** Examples of proof are canceled check, copy of credit card statement, copy of bank statement or Social Security "Cost of Living Adjustment" (COLA) statement.
- **Keep an eye on your MRA.** Log in to your account at www.healthequity.com/wageworks to view your transactions and keep track of your balance.
- **Register for an online account at www.healthequity.com/wageworks or www.hap.org/fehbmra.** When you register online and provide a current email, you ensure that you will have 24/7 access to your account and will be automatically signed up to receive important updates and alerts. You also must have an account to use the mobile app and take advantage of features like Upload Receipts for online claims.

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Managing Your Account

You can manage and check up on your account through HealthEquity online or over the phone. The “Claims and Activity” page online details all your account activity.

For the latest information, visit www.healthequity.com/wageworks or www.hap.org/fehbmra and log in to your account 24/7. In addition to reviewing your most recent MRA activity, you can:

- Update your account preferences and personal information.
- Set up direct deposit as your reimbursement preference. Be sure to have your bank name, routing number and account number handy.
- Manage your account while on the go via the HealthEquity mobile website.
- Download the EZ Receipts app to file claims.

Claim Your MRA Dollars

When you pay Medicare Part B premiums, you can request reimbursement right away. We give you multiple options for filing reimbursement requests.

Using your Mobile Device

With the EZ Receipts mobile app, you can file and manage your reimbursement claims on the spot, with a click of your mobile device camera, from anywhere.

To use EZ Receipts:

- Download at www.healthequity.com/wageworks/employees/go-mobile.
- Log in to your account.
- Choose the type of receipt from the simple menu.
- Enter some basic information about the claim.
- Use your mobile device camera to capture the documentation.
- Submit the image and details to HealthEquity.

Filing a claim

You also can file a claim online to request reimbursement for your eligible expenses.

- Go to www.healthequity.com/wageworks or www.hap.org/fehbmra, log in to your account and select “Submit Receipt or Claim.”
- Select “Pay Me Back.”
- Fill in all the information requested on the form and submit.
- Scan or take a photo of your receipts, EOBs and other supporting documentation.
- Attach supporting documentation to your claim by using the upload utility.
- Make sure your documentation includes the five following pieces of information required by the IRS:
 - Date of service or purchase
 - Detailed description
 - Provider or merchant name
 - Patient name
 - Patient portion or amount owed

If you prefer to submit a paper claim by fax or mail, download a Pay Me Back claim form at www.healthequity.com/wageworks and follow the instructions for submission.