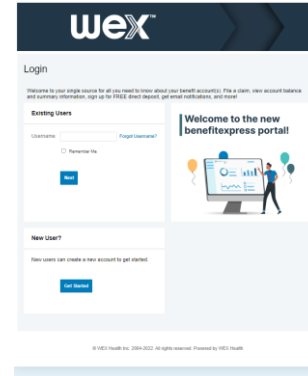


# Accessing Your Reimbursement Account is Fast and Easy!

## Step 1 – Access Landing Page

Access your Reimbursement Account online by going to [www.myfsaexpress.com](http://www.myfsaexpress.com) and clicking on View my 2022 Balance, then click on the New User – Get Started button.



## Step 2 – Verify User

Enter a few pieces of personal information:

## Step 3 – Register Account

If this is your first time logging in, enter your personal information and create a **User ID** and **Password** to access the site in the future.

## Step 4 – Review Your Account

After logging in, you will see the Personal Dashboard. From here you can view account balances, claim statuses, and complete an online claim form:

## Need Help

We realize not every question can be answered on the materials provided, if you need any assistance—benefitexpress provides three ways to assist with your requests, just simply click Contact Us on the top right of the website at any time:

You may chat live with one of the Service Specialists. To initiate a chat, click on the “Live Help” button.

You may contact us via telephone at 877-837-5017. Normal hours of operation are 7:30 a.m. to 6:00 p.m. CST.

You may email your request to [help@mybenefitexpress.com](mailto:help@mybenefitexpress.com).