

Infinisource provides all Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) participants with an online portal that provides anytime access to view and manage account information. One of the many features available is the capability to upload documentation to accompany a Benny Card claim.

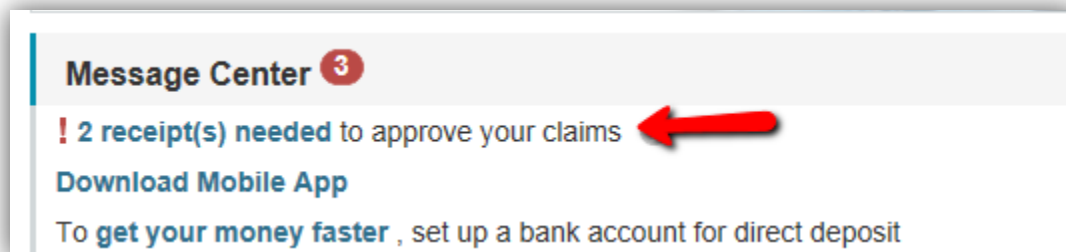
According to IRS regulations, the Benny Card transaction could require an itemized receipt or an Explanation of Benefits (EOB) from your insurance provider. Documentation must include:

- Name of service provider or place of purchase
- Date(s) service was incurred
- Name of individual for whom service or expense was provided
- Detailed description of the service or expense provided (referred to as type of service)
- Drug name and Rx number, if applicable
- Amount or cost of the service or expense
- Over-the-counter medicines or drugs, if applicable
- Receipt showing type of item purchased (aspirin, cough medicine, bandages, etc.)

To upload documentation, follow these steps:

1. Navigate to the [Infinisource login page](#).
2. Enter your Username and Password. First time users will login using lower case first initial, last name and last four digits of your Social Security Number as both Username and Password.


3. If you see **Receipts Needed** link in the **Message Center** section of your Home Page, click on the link. A listing of the claims requiring receipts will appear. Click on the claim and then upload your receipt as proper documentation to match the Benny Card usage.



### Accounts / Claims

Date of Service ▾	Account	Merchant/Provider	Claim Status	Amount
06/15/2014	FSA Healthcare	-	Denied	\$30.00 !
06/20/2013	Health Reimbursement	-	Denied	\$100.00 !

### Accounts / Claims

Date of Service ▾	Account	Merchant/Provider	Claim Status	Amount
06/15/2014	FSA Healthcare	-	Denied	\$30.00 !
<b>Claim Details</b>				
Claim Number: ABC123140624P0000101		Date(s) of Service: 06/15/2014		
Recipient: -		Denied: \$30.00		
Payee: Sample Company				
Source: Online				
Receipt Status: New Needed				
 <a href="#">Upload Receipt(s)</a> <a href="#">View Receipt(s)</a> <a href="#">View Confirmation</a>				

4. Upload your receipts. When uploading a receipt it must be in .doc, PDF, bmp or gif format.

To submit more than one receipt, click **Add Another Receipt**.

#### Upload Receipts for Health Care Account Claim

Dates of Service: 2/21/2014 Amount: \$59.74

Receipts must be in a JPG, GIF, or PDF format and cannot exceed 2 MB.

[Browse...](#) [Remove](#)

[Add Another Receipt](#)

| [Cancel](#)

5. From this location on the portal you can also **View Receipt(s)** and **View Confirmation**

Accounts / Claims				
Date of Service ▾	Account	Merchant/Provider	Claim Status	Amount
06/15/2014	FSA Healthcare	-	Denied	\$30.00 !
<b>Claim Details</b>	Claim Number: ABC123140624P0000101		Date(s) of Service: 06/15/2014	
	Recipient: -		Denied: \$30.00	
	Payee: Sample Company			
	Source: Online			
	Receipt Status: New Needed			
<a href="#">Upload Receipt(s)</a>		<a href="#">View Receipt(s)</a>	<a href="#">View Confirmation</a>	



Receipts can easily be uploaded with your smart phone by using the camera app to take a photo of your receipt. You can now **go mobile** by using your smart phone to access:

- FSA account balances
- Submit claims for reimbursement
- Send receipts using a mobile device's camera
- Configure alerts via text message

Easily check information now using an iPhone, iPod Touch, iPad or Android-powered device.