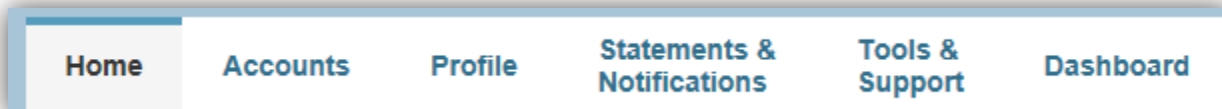


Infinisource provides all Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) participants with an online portal that provides 24/7 access to view and manage account information. Within this online site, participants are able to view a multitude of information regarding an FSA account.

Navigate to the [Infinisource login page](#).

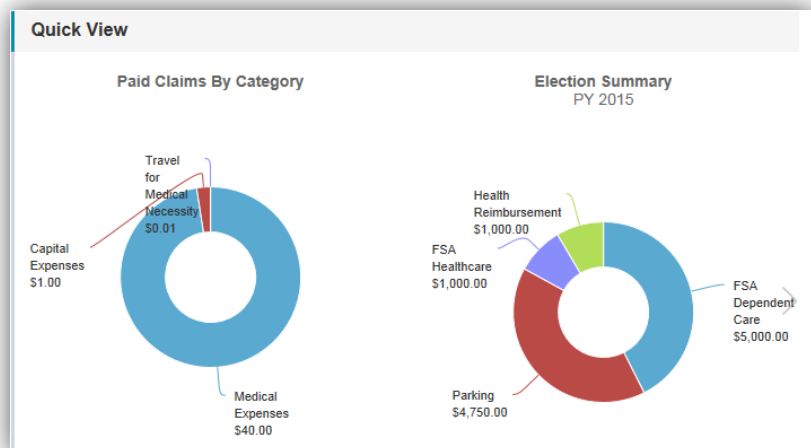
Enter your Username and Password. First time users will login using lower case first initial, last name and last four digits of your Social Security Number as both Username and Password.

The **Home Page top menu** has several tabs for participant resources.



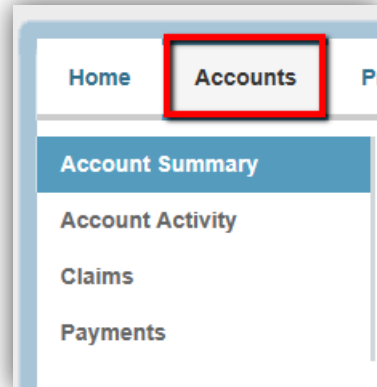
The **Home Page** includes:

- A link to **File a Claim** online
- **Available Balance** with a link to account balances and activity details
- **Message Center** with alerts and relevant links to keep current on accounts
- **Quick View** of claims by category and election summary for the plan year



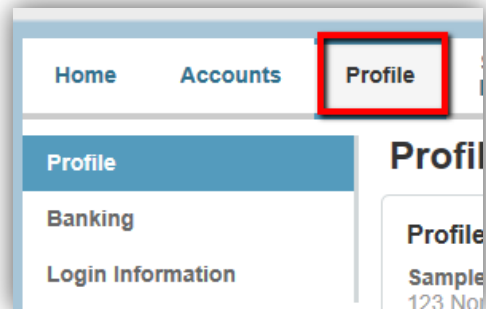
The **Accounts** tab includes:

- **Account Summary** page provides you with balance and election details.
- **Account Activity** page provides you with your transaction summaries including pending and processed transactions.
- **Claims** page provides you with a complete view of all your claims from all account on one page. The page displays your account, claim status, receipt status, claim summary level and details of your claim.
- **Payments** page provides you with a complete view of all payment details on one page.



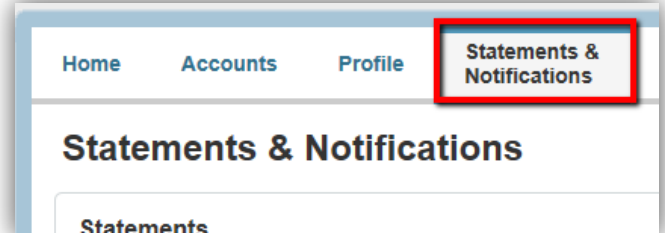
The **Profile** tab includes:

- **Profile** is an overview of your personal and employer information
- **Banking** lists any bank accounts set up for reimbursements
- **Login Information** allows you to change password, username or security questions here

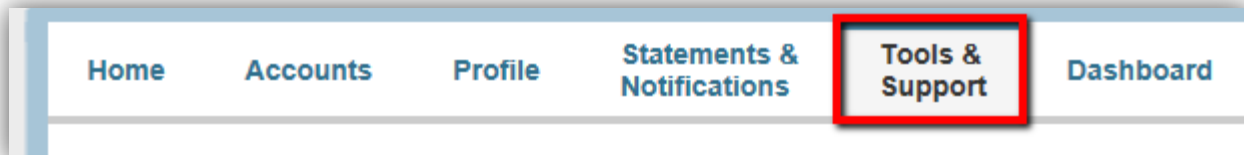


The **Notifications** tab includes:

- **Statements** of your account balance
- **Notifications** archives notifications Infinisource sent to you
- **Update Notification Preferences** allows you to set up text notifications to your cell phone for claim confirmation, claim denial or a receipt reminder



The **Tools & Support** tab includes available documents, forms, plan summaries and quick links for you to use.



The **Dashboard** tab is an overview of your expenses, status and dates. You can upload and view receipts for all transactions excluding payment distributions from this page.

