NXP

Reimburse Me
Mobile App

Download on the App Store

ANDROID APP ON Google play

User's Guide

Welcome

If you have a Health Care Spending Account, Dependent Care Spending Account, Health Reimbursement Account, or Health Savings Account, be sure to download the **Your Spending Account (YSA) Reimburse Me mobile app** onto your Apple mobile device today!

The **Reimburse Me** app makes it easy to access, view, and manage your account, get quicker reimbursements, and find answers—at the doctor's office, coffee shop, and everywhere in between.

Depending on the specific type of account you have, please read the corresponding pages in this guide (see below) to learn how **Reimburse Me** can help you.

If you have a...	Apple Device	Android Device
Health Care Spending Account	Pages 5–11	Pages 16–22
Dependent Care Spending Account		
Health Reimbursement Account		
Health Savings Account	Pages 12–13	Pages 23–24

*Note: The **Reimburse Me** mobile app is only available to you if YSA administers your employer's eligible account(s) and you are currently enrolled in a participating account. In addition, iOS version 7 is the minimum operating system required. If needed, you can update your operating system through the Apple Store.*

Apple Devices

NXP

Accessing the App

Follow these steps to install and log on to **Reimburse Me**:

Download on the App Store

1. If you haven't done so already, establish an **Apple Store** account.

2. From your Apple device, tap the **App Store** button and locate the **Reimburse Me** app. (The app is available at no cost to you.)

3. Select and install the app. (You may be prompted to log in to your Apple Store account in the process.)

4. Once successfully installed, the **Reimburse Me** app will appear on your Apple device.

5. Tap the app icon and log on by entering your company name, as well as the user ID and password you use to access YSA through your benefits website.
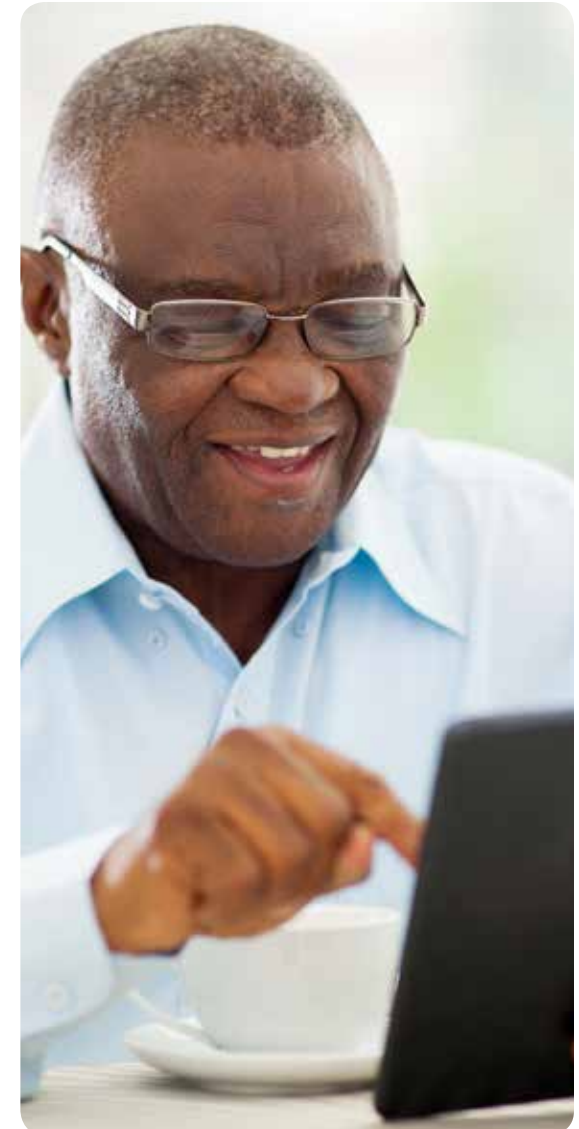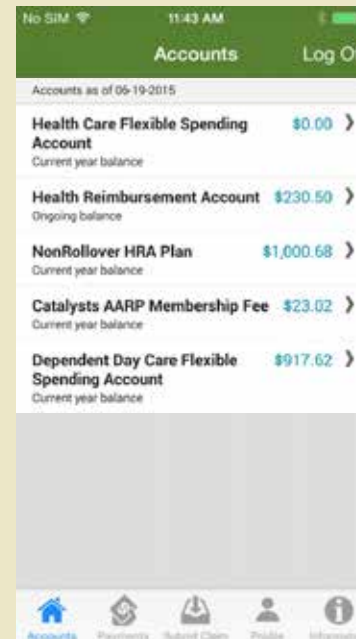
For

Health Care Spending Accounts
Dependent Care Spending Accounts
Health Reimbursement Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

- View time-sensitive alerts

- Check your account balance(s)

- Submit claims and/or supporting documentation

- Send YSA your dependent care provider's signature right from your mobile phone to validate your dependent care claim, eliminating the need to submit traditional receipts (see page 10 to learn more about this **Dependent Care E-Signature** feature)

- Sign up for direct deposit or change your information

- Repay an overpayment by transferring funds from your bank
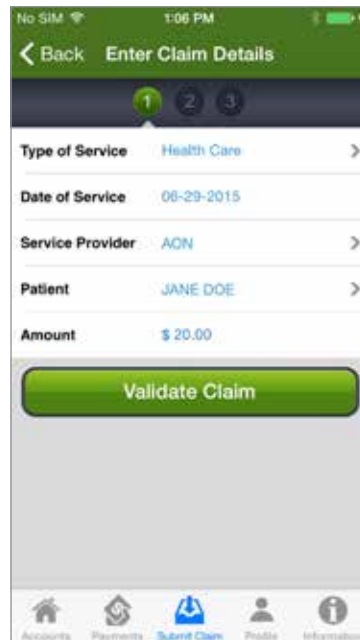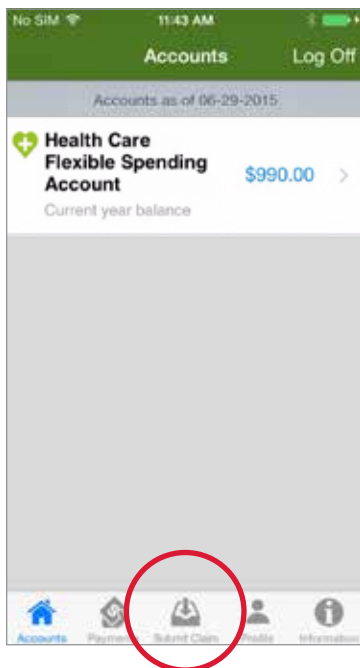
- View pending authorizations

NXP

For **Health Care Spending Accounts**
Dependent Care Spending Accounts
Health Reimbursement Accounts

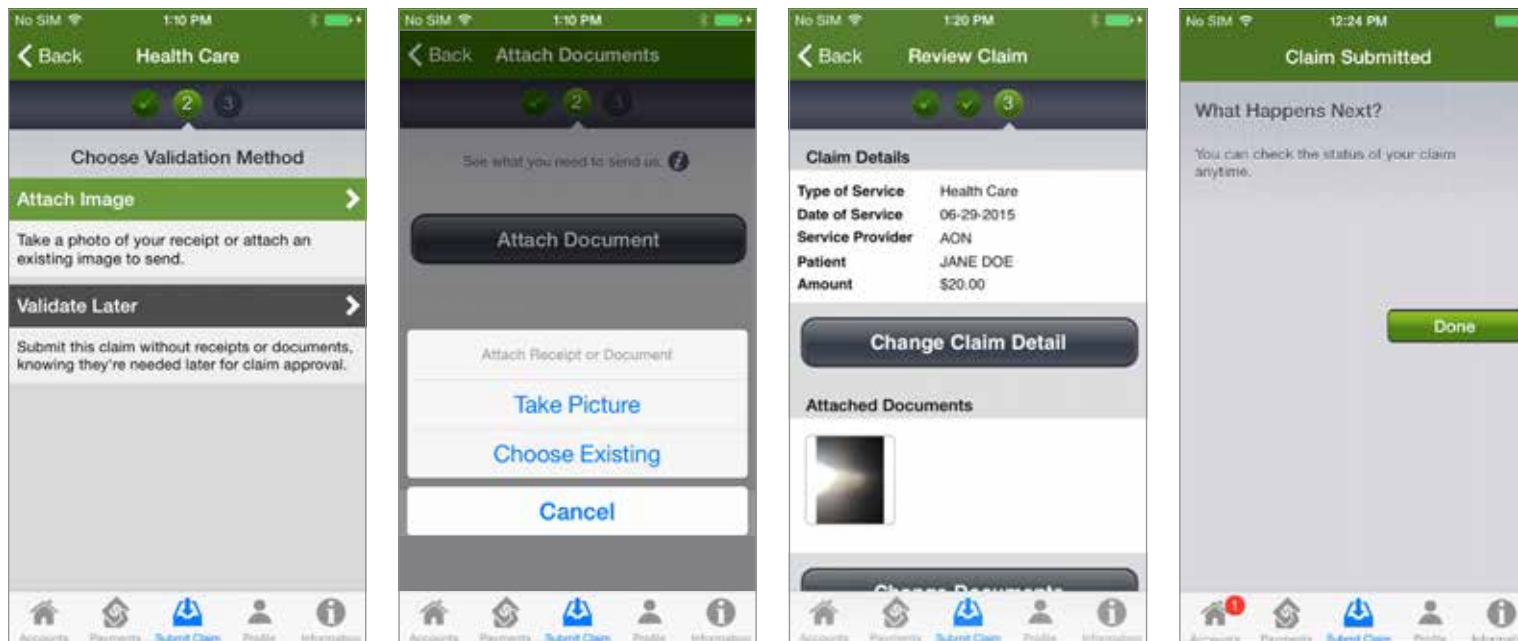# How to Submit Health Care Claims

While in the mobile app, follow these steps to create a new claim:

1. From the **Accounts** page, select **Submit Claim**.

2. On the next screen, choose **Health Care** as the type of claim, and enter your claim details, including type and date of health care service, date of service, provider, patient, and dollar amount.

How to Submit Health Care Claims continued

3. Submit your receipt(s) by attaching a picture (taken with or stored on your Apple device).
   Note: You can skip this step and submit your receipts at a later time, but it may delay reimbursement. If a claim requires additional documentation for reimbursement, an alert will appear on your **Accounts** *page.*

4. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.
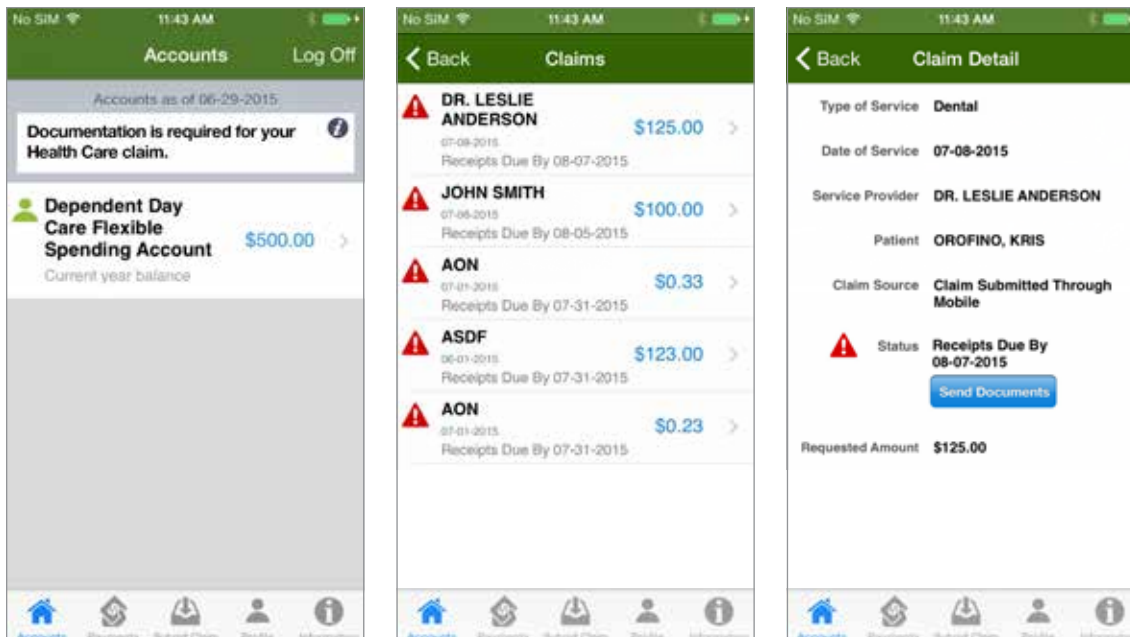
For

Health Care Spending Accounts
Dependent Care Spending Accounts
Health Reimbursement Accounts

How to Submit Supporting Documentation

When you have a claim that requires validation, an alert will appear at the top of your **Accounts** page. When you view the alert(s), a message will direct you to submit documentation.
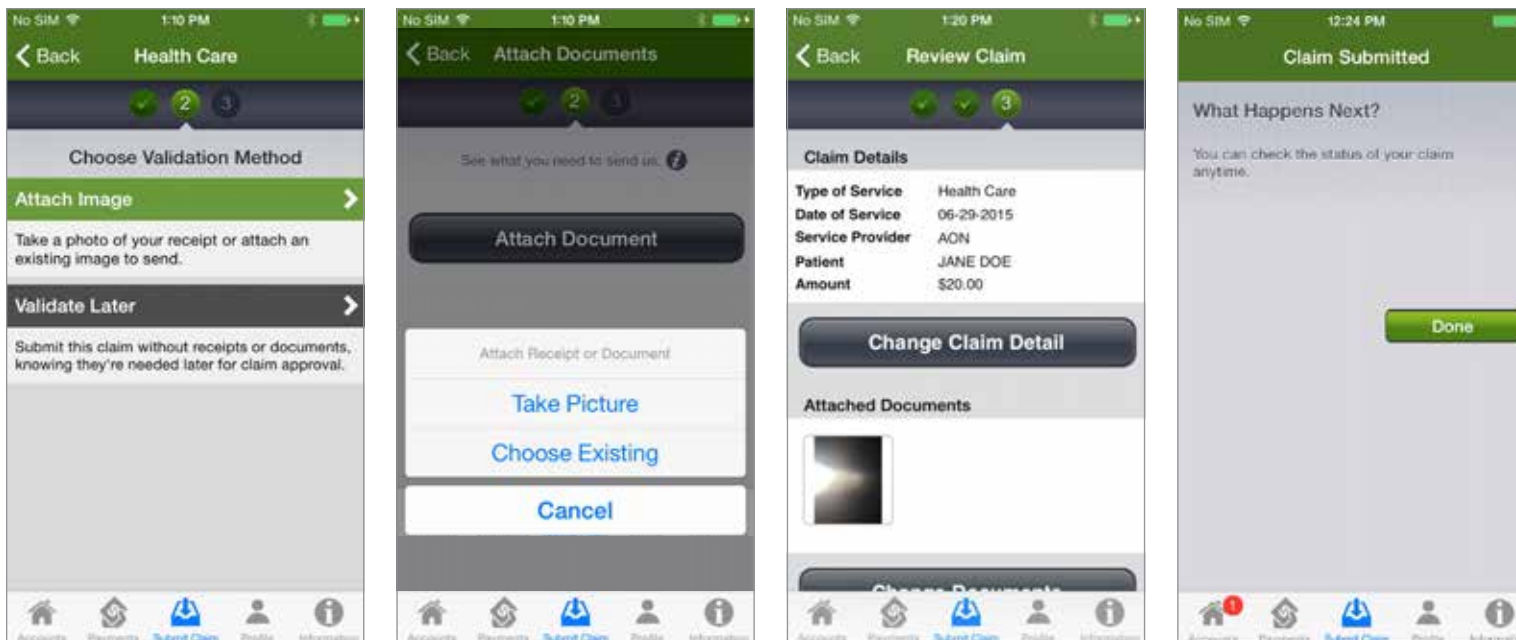
Follow these steps to submit required documents for an existing claim:

1. From the **Accounts** page, tap the message that says documentation is needed.

2. Select the claim(s) for which receipts and/or other documents are due.

3. From the **Claim Detail** page, click on **Send Documents**.

How to Submit Supporting Documentation continued

4. Submit your documentation by attaching a picture of your documents (taken with or stored on your Apple device).

5. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

Only for | **Dependent Care Spending Accounts**

Submitting a Dependent Care Claim? E-Signature Makes It Easy!

Using the **Dependent Care E-Signature** feature of the **Reimburse Me** app, you don't need to send YSA a hard-copy or electronic receipt from your dependent care provider(s) for reimbursement. Instead, you can quickly put your reimbursement claims into process—all from your smartphone. Here's how it works:
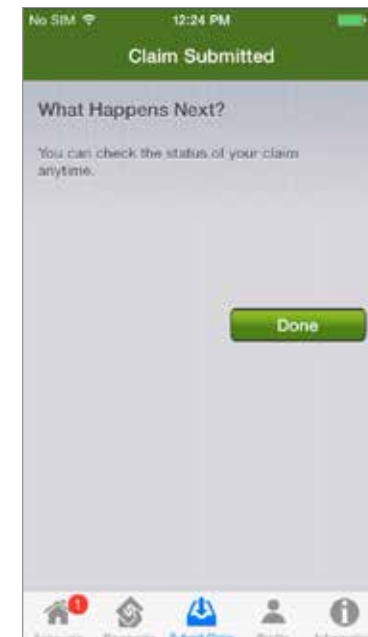
1. From the **Accounts** page, select **Submit Claim**.

2. On the next screen, choose **Dependent Care** as the type of claim, and enter your claim details, including type and date of dependent care service, provider, patient, and dollar amount.

3. Enter your claim details, including type and date of dependent care service, provider, dependent, and dollar amount.

How to Submit a Dependent Care Claim continued

4. Decide how you want to validate your claim—whether by getting a Provider E-Signature, attaching an image, or waiting until later to submit documentation.

5. If you choose the Provider E-Signature option, simply have the dependent care provider tap and sign the signature line of your smartphone screen and select **Next**. You can then complete the rest of the claims submission process on your phone.

6. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.
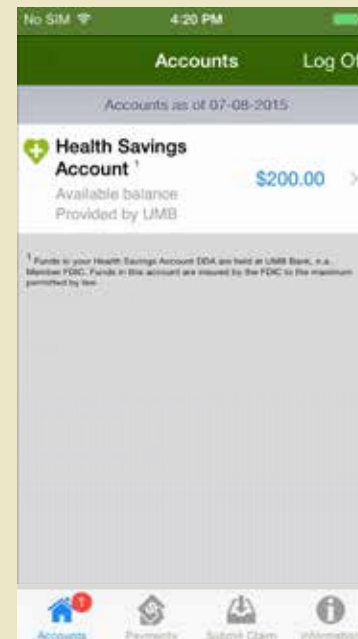
Only for | **Health Savings Accounts**

Ways to Take Action

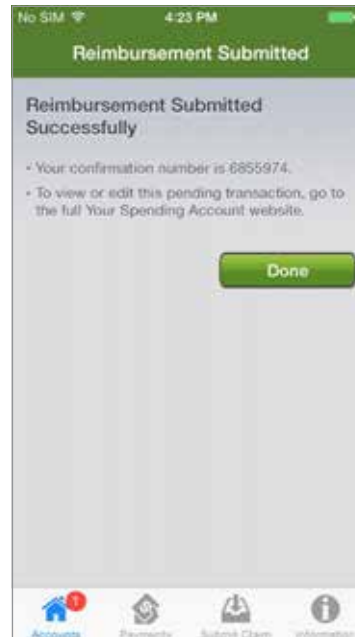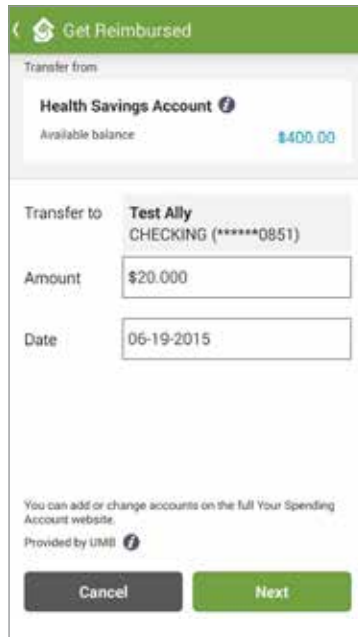Once logged on to the app, you'll see the **Accounts** page. From here, you can:

· View time-sensitive alerts

· Check your account balance(s)

· View recent activity

· Pay a bill

· Get reimbursed

· Make a contribution

· View pending authorizations

Only for | **Health Savings Accounts**

How to Get Reimbursed

1. From the **Accounts** page, select **Health Savings Account**.

2. On the next screen, choose **Get Reimbursed**.

3. On the **Get Reimbursed** page, indicate where you want the reimbursement from your Health Savings Account to be deposited.

4. After specifying the amount of your reimbursement, select **Next** to review your reimbursement details and then **Submit**.

5. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

YOUR **spending** ACCOUNT ™

Android Devices

Accessing the App

Follow these steps to install and log on to **Reimburse Me**:

1. If you haven't done so already, establish a **Google Play** account.

2. From your Android device, tap the **Play Store** button and locate the **Reimburse Me** app. (The app is available at no cost to you.)

3. Select and install the app. If you want to install the app, tap the **Download** button. Tap **Accept & Download** to accept the permissions for the app. The app will begin downloading immediately.

4. Once successfully installed, the **Reimburse Me** app will appear on your Android device.

5. Tap the app icon and log on by entering your company name, as well as the user ID and password you use to access YSA through your benefits website.
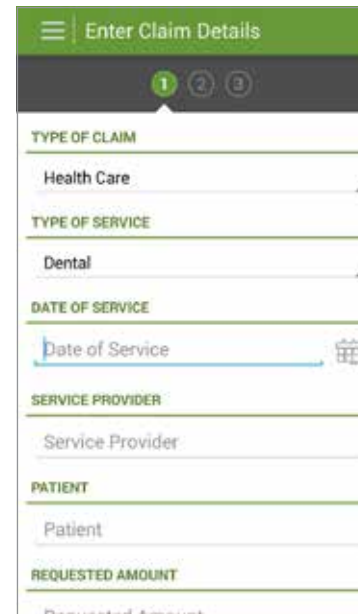
For

Health Care Spending Accounts
Dependent Care Spending Accounts
Health Reimbursement Accounts

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

- View time-sensitive alerts

- Check your account balance(s)

- Submit claims and/or supporting documentation

- Send YSA your dependent care provider's signature right from your mobile phone to validate your dependent care claim, eliminating the need to submit traditional receipts (see page 21 to learn more about this **Dependent Care E-Signature** feature)

- Sign up for direct deposit or change your information

- Repay an overpayment by transferring funds from your bank

- View pending authorizations

≡ | Accounts

Accounts as of 06-19-2015

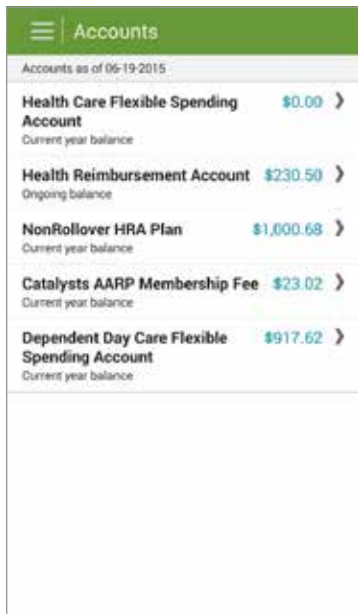| Health Care Flexible Spending Account | $0.00 ❯ |
Current year balance	
Health Reimbursement Account	$230.50 ❯
Ongoing balance	
NonRollover HRA Plan	$1,000.68 ❯
Current year balance	
Catalysts AARP Membership Fee	$23.02 ❯
Current year balance	
Dependent Day Care Flexible Spending Account	$917.62 ❯
Current year balance	

For

Health Care Spending Accounts
Dependent Care Spending Accounts
Health Reimbursement Accounts

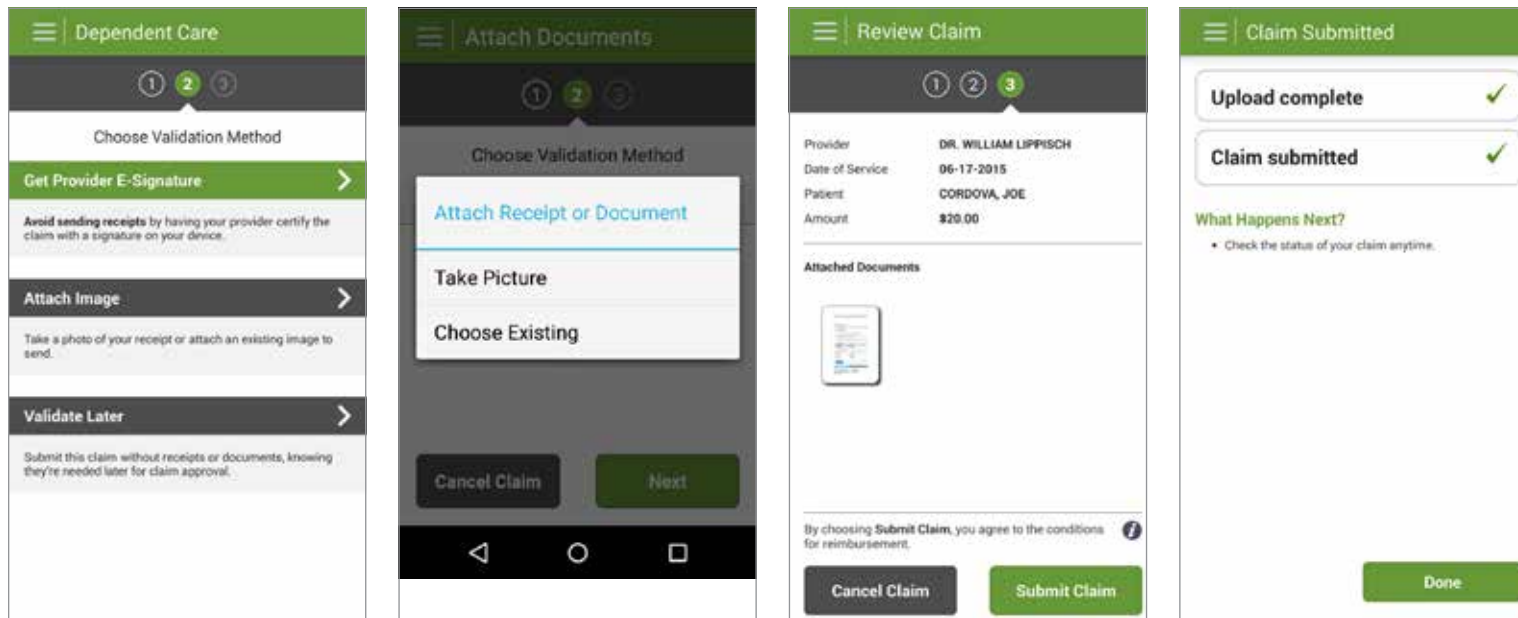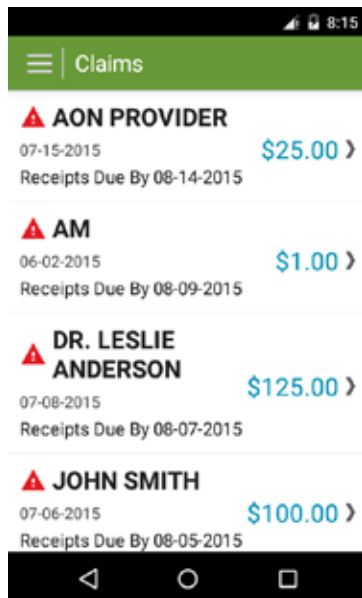# How to Submit Health Care Claims

While in the mobile app, follow these steps to create a new claim:

1. From the **Accounts** page, select **Submit Claim**, open the menu (click the icon in top left of the screen or press the menu button) then select **Submit Claim**.

2. On the next screen, choose **Health Care** as the type of claim, and enter your claim details, including type and date of health care service, date of service, provider, patient, and dollar amount.

How to Submit Health Care Claims continued

3. Submit your receipt(s) by attaching a picture (taken with or stored on your Apple device).
   Note: You can skip this step and submit your receipts at a later time, but it may delay reimbursement. If a claim requires additional documentation for reimbursement, an alert will appear on your **Accounts** *page.*

4. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

For

Health Care Spending Accounts
Dependent Care Spending Accounts
Health Reimbursement Accounts

How to Submit Supporting Documentation

When you have a claim that requires validation, an alert will appear at the top of your **Accounts** page. When you view the alert(s), a message will direct you to submit documentation.
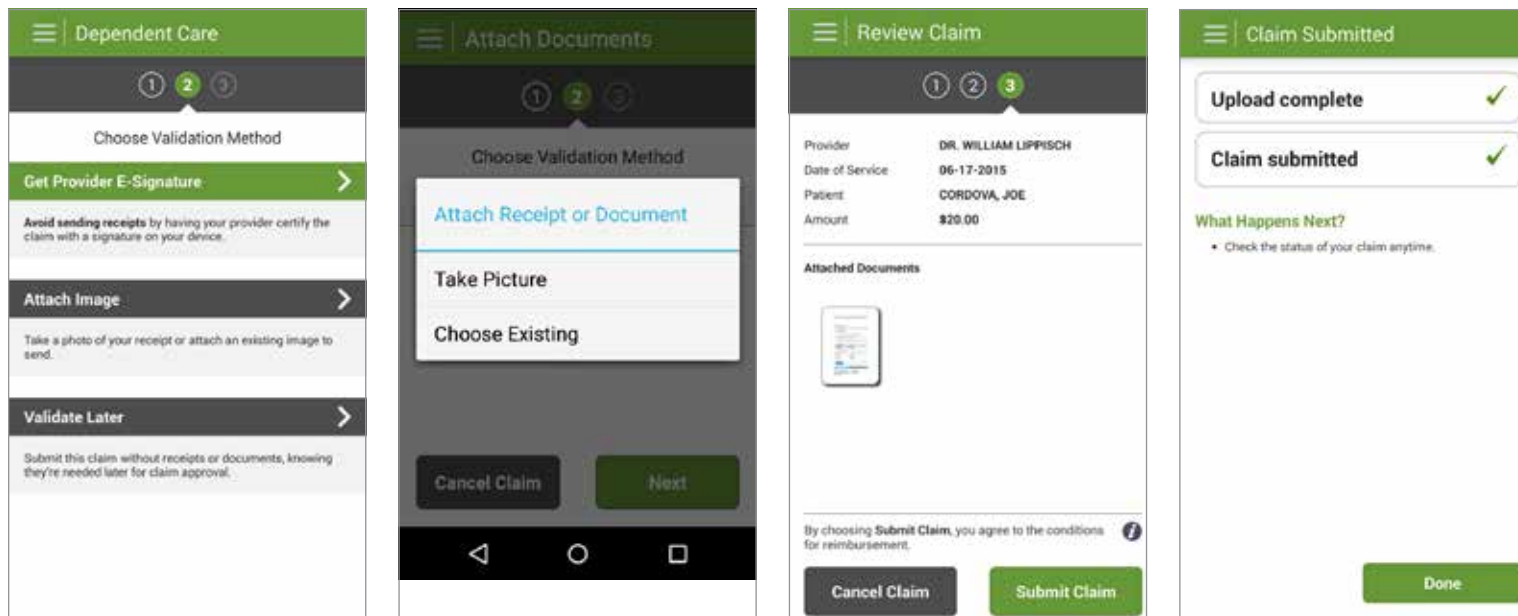
Follow these steps to submit required documents for an existing claim:

1. From the **Accounts** page, tap the message that says documentation is needed.

2. Select the claim(s) for which receipts and/or other documents are due.

3. From the **Claim Detail** page, click on **Send Documents**.

How to Submit Supporting Documentation continued

4. Submit your documentation by attaching a picture of your documents (taken with or stored on your Android device).

5. Review your claim detail to ensure accuracy, then scroll to the bottom of the page and select **Submit Claim**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

Only for | **Dependent Care Spending Accounts**

Submitting a Dependent Care Claim? E-Signature Makes It Easy!

Using the **Dependent Care E-Signature** feature of the **Reimburse Me** app, you don't need to send YSA a hard-copy or electronic receipt from your dependent care provider(s) for reimbursement. Instead, you can quickly put your reimbursement claims into process—all from your smartphone. Here's how it works:

1. From the **Accounts** page, select **Submit Claim**.

2. On the next screen, choose **Dependent Care** as the type of claim, and enter your claim details, including type and date of dependent care service, provider, patient, and dollar amount.

3. Enter your claim details, including type and date of dependent care service, provider, dependent, and dollar amount.

How to Submit a Dependent Care Claim continued

4. Decide how you want to validate your claim—whether by getting a Provider E-Signature, attaching an image, or waiting until later to submit documentation.

5. If you choose the Provider E-Signature option, simply have the dependent care provider tap and sign the signature line of your smartphone screen and select **Next**. You can then complete the rest of the claims submission process on your phone.

6. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

Approximately 10 days after your submission is received, you'll be notified* about the outcome of your claim or be informed that additional documentation is required. You can check the status of your submitted claim at any time by logging on to the mobile app and selecting **Accounts** to see your claim history for the past 30 days.

*Depending on your mail delivery preferences on the YSA website (under **Your Profile**), you'll either receive an email at the email address on file or a letter via postal mail.

Only for | **Health Savings Accounts**

Ways to Take Action

Once logged on to the app, you'll see the **Accounts** page. From here, you can:

· View time-sensitive alerts

· Check your account balance(s)

· View recent activity

· Pay a bill

· Get reimbursed

· Make a contribution

· View pending authorizations

23

Only for | **Health Savings Accounts**

How to Get Reimbursed

1. From the **Accounts** page, select **Health Savings Account**.

2. On the next screen, choose **Get Reimbursed**.

3. On the **Get Reimbursed** page, indicate where you want the reimbursement from your Health Savings Account to be deposited.

4. After specifying the amount of your reimbursement, select **Next** to review your reimbursement details and then **Submit**.

5. Once you see that your reimbursement claim has been submitted successfully, select **Done**.

Your Spending Account is a trademark of Hewitt Associates LLC.
YSA164.0715