Instructions for Accessing Flexible Spending Account Information on myuhc.com

Accessing your Flexible Spending Account

In order to access your account online, you will first need to register on myuhc.com®. Here are the steps to follow:

1. Navigate to myuhc.com
2. Select Register Now on the home page.
3. Select the link that says "Register using ID card or information provided by your employer."
4. Enter your name, date of birth, 9-digit social security number (if you don't have your ID card), otherwise, enter your member ID and the CenturyLink policy # 743797.

Once you log in to myuhc.com, you can access your Flexible Spending Account information by selecting View My Claims, then Flexible Spending Account. Here you will find your annual contribution amounts as well as year-to-date contributions, claims, and payments. In addition, you will be able to view current balance information.

To enroll in direct deposit:

1. Log on to www.myuhc.com and click "View Account Balance"
2. Select your reimbursement account.
3. Click on the link for Direct Deposit and follow the prompts. You will be asked to supply the following information in order to set up direct deposit:
- bank account number
- routing number
- account type (checking or savings)

It's that easy. Once you are set up with direct deposit, reimbursements from your Flexible Spending Accounts will be deposited to your account instead of coming in the form of a check.

Filing your claims is as easy as 1, 2, 3

According to IRS guidelines, a qualified expense is "incurred" at the time the service is provided — not when you are billed or actually pay for the service. Therefore, you can only file claims for eligible expenses incurred during your plan year.

To file a claim, simply follow these 3 easy steps:
1. Log on to myuhc.com to obtain a claim form for your Flexible Spending Accounts.
2. Fill out the required information on the claim form.
3. Mail/Fax your completed claim form to the address/fax number noted on the form.