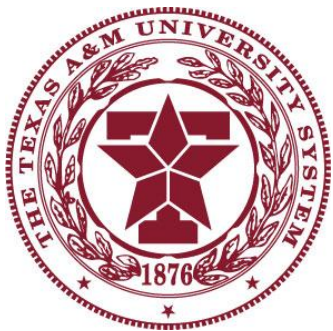
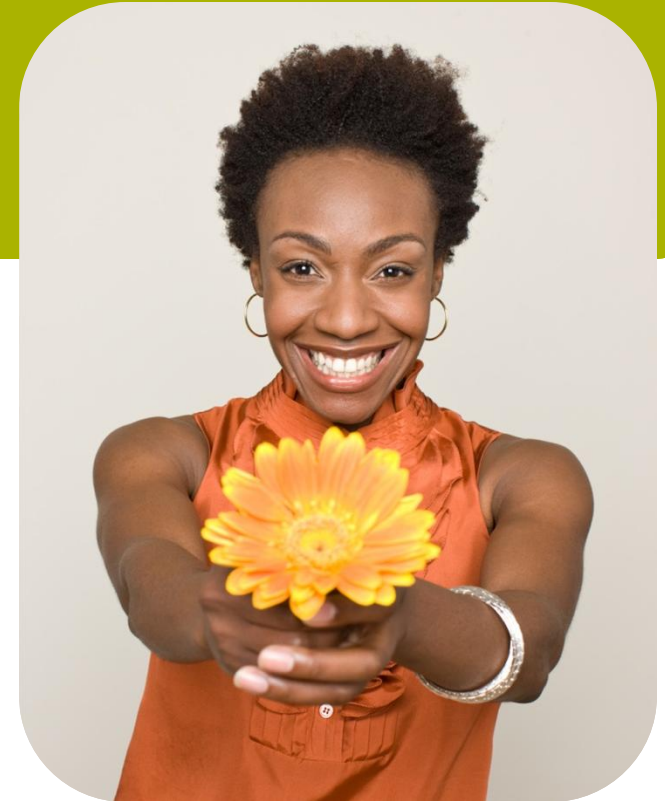


Smart,
simple savings

Flexible Spending Accounts



Texas A & M University System
Plan Year: 9/1/2011 – 8/31/2012



What will be covered?

- Who is PayFlex®
- What is HealthHub™
- Flexible Spending Accounts
- PayFlex Card™
- Getting reimbursed
- HealthHub.com
- Your connection to HealthHub



Who is PayFlex®

- PayFlex is the company that supports HealthHub™ accounts.
- PayFlex processes your claims and provides you with customer service support.
- Headquartered in Omaha, NE with offices in Colorado, Maryland and Illinois.
- More than 23 years of experience in administering Flexible Spending Accounts.



What is HealthHub™?

- HealthHub is PayFlex's brand name for all our products and services.

What does this mean to you?

- HealthHub.com will be your resource for:
 - Learning about Flexible Spending Accounts
 - Accessing account information, balance(s), transactions, claim history, etc.
 - Submitting claims for reimbursement
 - Managing your HealthHub account and more!





What is an FSA?

- An FSA is a Flexible Spending Account.
- Allows you to set aside money for eligible expenses on a pre-tax basis for you, your spouse and/or dependents.
- There are two types of FSAs:
 - Healthcare account
 - Dependent day care account
- You do not pay Federal income or Social Security taxes on this money.
- Average tax savings is about 25%

Why should you enroll in an FSA?

An FSA helps reduce your taxes and increase your take-home pay!

Annual Salary	Healthcare contribution	Dependent day care contribution	Savings
\$20,000	\$1,500	\$0	\$405
\$40,000	\$1,750	\$4,000	\$1,553
\$60,000	\$2,000	\$4,500	\$1,755



Healthcare FSA

Monthly minimum contribution	Annual maximum contribution
\$20/monthly	\$4800/plan year

- Reimburses you for out-of-pocket* medical, dental, prescription, vision or hearing expenses.
- The individuals allowed to use your healthcare FSA contribution generally includes:
 - Your spouse
 - Your child to age 26 (dependent may turn 26 during 2011-2012 plan year)
 - Your dependent who is permanently and totally disabled.
- Your entire contribution is available at the beginning of the plan year.

***Out-of-pocket** – expenses not covered by insurance



Healthcare expenses

Eligible expenses:

- Medical & dental deductibles, co-pays and co-insurance
- Prescriptions
- Over-the-counter items (OTC)
 - **New legislation impacts OTC 1/1/2011**
- Hospital expenses
- Selected durable medical equipment
- Orthopedic devices
- LASIK surgery, eye glasses, contact lenses
- Saline/clean solutions
- Hearing aids and batteries
- Bridges, dentures, crowns, orthodontic care
- Chiropractic expenses/co-pays
- Insulin, syringes for insulin



Ineligible expenses:

- Anti-bacterial soaps
- Dandruff or dry skin treatments
- Teeth bleaching or mouthwash
- Suntan/sunscreen lotion
- Cosmetic surgery
- Dietary & herbal supplements
- Child birth classes

***A letter of medical necessity may allow some of these expenses to be eligible**

**View a detailed listing of eligible expenses
at HealthHub.com**

Legislation impacts OTC items

Effective January 1, 2011



Over-the-counter (OTC) drugs and medicines now require a written prescription from your doctor in order to get reimbursed.

How does this new legislation impact you?

- Since a prescription will be required for OTC drugs and medicines, you should keep this in mind when deciding your healthcare contribution.
- You cannot get reimbursed for OTC drugs or medicine unless you have a prescription.
- Starting 1/1/2011, the PayFlex Card can only be used for OTC drugs or medicines if your pharmacist process your OTC item as a prescription and assigns a prescription number.

OTC drugs and medicines requiring a prescription

acid controllers, allergy & sinus, antibiotic products, antidiarrheals, anti-gas, anti-itch & insect bite, anti-parasitic treatments, baby rash ointments/creams, cold sore remedies, cough, cold and flu, digestive aids, feminine anti-fungal/anti-itch, hemorrhoid preps, laxatives, motion sickness, pain relief, respiratory treatments, sleep aids & sedatives, stomach remedies

OTC items eligible without a prescription

band aids, birth control, braces & supports, contact lens solutions & supplies, elastic bandages & wraps, first aid supplies, and reading glasses



OTC Example

John obtains a prescription from his physician for Claritin® and wants to submit for reimbursement through his FSA.

REIMBURSEMENT OPTIONS:

Option 1:

John presents his prescription and has it filled at the pharmacy. He can submit the prescription receipt to PayFlex for reimbursement. The receipt will contain the recipient name, date and amount of prescription and will include a prescription number.

Option 2:

John purchases Claritin at the store. He can submit a copy of his written prescription and the receipt showing purchase of the Claritin for reimbursement.



Dependent day care FSA

Monthly minimum contribution	Annual maximum contribution
\$40/monthly	\$5,000/plan year

- For day care expenses of a child under age 13 OR for the care of a dependent who is physically or mentally incapable of taking care of themselves.
- You and your spouse, if married must be actively working, seeking employment, or full-time student, in order to get reimbursed.
- You can only be reimbursed up to the amount that is available in your account.
- The annual expense reimbursement may not exceed:
 - the lesser of your earned income;
 - if married, your spouse's earned income;
 - \$5,000 (\$2,500 if married, filing separate income tax returns)



Dependent day care expenses

Eligible expenses:

- Licensed day care provider
- In-home provider as long as the care provider is not your child under age 19, or someone you claim as a tax dependent
- Summer camps (not overnight)
- Tuition through preschool
- Before and after school care (under age 13)

Ineligible expenses:

- Tuition expenses for kindergarten and beyond
- Overnight camps
- Child care expenses for a child 13 or older (unless disabled)
- Child care expenses for night-time babysitting
- Child care expenses while you are on an extended leave of absence
- Care provided by an older dependent or sibling



[View a detailed listing of eligible expenses at HealthHub.com](#)



What you need to know about FSAs

- You may only determine your contribution in an FSA during annual enrollment or when you first become eligible.
- You do not need to be covered by your employers health plan to participate in an FSA.
- Expenses must be for services received, not for services to be provided in the future.
- Your employer offers the **grace period**, which allows you additional time to spend your money. (2 ½ months)
- Your employer also offers a **run-out period**, which allows you additional time to submit claims for reimbursement. (122 days)
- Any amount left in your healthcare and/or dependent day care FSA at the end of the plan year will be forfeited.

Plan Year	Grace Period - last day to spend FSA dollars	Run-out period - last day to submit claims
9/1/2011 – 8/31/2012	November 15, 2012	December 31, 2012

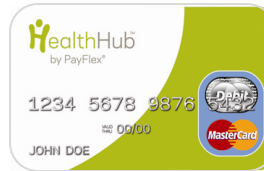


Getting started is as easy as 1-2-3!

- 1. Estimate the amount you will spend on out-of-pocket healthcare expenses and/or dependent day care expenses during the plan year.**
 - Review expenses from prior plan year.
 - Use our planning tools available at HealthHub.com
- 2. Decide how much you wish to set aside in your healthcare FSA and/or dependent day care FSA.**
 - Divide your annual contribution by the number of pay periods in your plan year to determine the amount that will be deducted from your paycheck each pay period.
- 3. As you incur eligible healthcare and dependent day care expenses throughout the year, you can access your funds by:**
 - Using your PayFlex Card™ (**Healthcare FSA Only**) OR
 - Submitting a claim for reimbursement

***Once you establish your contribution, you may only change it if you experience a change in status (e.g., marriage, divorce, birth, adoption, death, etc.)**

PayFlex Card™



Spending made simple.
Select. Swipe. Save.



What is the PayFlex Card?

Similar to a debit card since it electronically accesses your **healthcare FSA** when used to pay for eligible expenses.

- **\$9.00 Annual Fee** (Deducted from your election amount)
- **Optional** for Healthcare FSA
- If you do not elect the PayFlex Card, you must submit claims to PayFlex to get reimbursed for your eligible healthcare expenses

Benefits of using the card

- Immediate payment of your eligible expenses
- Increases your personal cash flow
- No claim filing due to point-of-sale approval
- Ease of use of your pre-tax funds

It's spending made simple...

Select your eligible item.

Swipe your card.

Save money by spending your pre-tax dollars.





PayFlex Card™

Where can I use the card?

- Physician and dentist offices, vision care providers, and hospitals
- Grocery stores, discount stores, web-based merchants
- Drug stores and retail pharmacies who have implemented an IRS-approved system

***Merchants must accept MasterCard® in order for the card to work**

What can I purchase with the card?

- Eligible healthcare expenses such as co-pays, prescriptions, vision and hearing products and certain over-the-counter (OTC) items.
- Starting January 1, 2011, if you obtain a prescription for your **OTC drug or medicine** and your pharmacist processes the item as a prescription by assigning an Rx number, then your PayFlex Card will work. If no Rx number is assigned, your card will be denied and you must use another form of payment.

View a listing of eligible expenses at HealthHub.com





PayFlex Card™ quick tips

- OPTIONAL for your Healthcare FSA
- \$9 fee which is deducted from your FSA contribution
- Cards are mailed to your home address in a plain, white envelope before the beginning of the plan year
- To activate your card, simply swipe the card at the point-of-sale and select “credit”
- Make sure to check the expiration date on your card – you will not receive a new card until your card expires
- Save your receipts and Explanation of Benefits
- Login to HealthHub.com to view:
 - Your account balance
 - Card transaction history
 - Outstanding card transactions requiring documentation



Getting reimbursed

You have four options:

1. Use your PayFlex Card™ (available only for Healthcare FSA)
2. Submit a claim online at HealthHub.com
3. Complete a claim form and fax to PayFlex
4. Complete a claim form and mail to PayFlex

***Reimbursement will only be provided for services received, not for services to be provided in the future.**

Quick Tips:

- Save receipts and Explanation of Benefits to send to PayFlex
- Receive quick reimbursements by enrolling in direct deposit online.
- Download a claim form online in **My HealthHub Resources**.
- Claims are paid every Monday & Thursday
- View your claim history and payments online at HealthHub.com.



File a claim

Need to fax or mail your claim?
Download & print a claim form via *My HealthHub Resources*



To submit a claim for reimbursement, simply enter your expense type, date of purchase and amount. Then select upload or fax to provide documentation to PayFlex.



Welcome, JOHN DOE

LOG OUT | MY SETTINGS | CONTACT US

My Dashboard

Financial Center

Benefits Center

Wellness Center

Consumer Center

Quick Links

- **My HealthHub Resources**
- File a Claim
- Manage My Debit Card(s)

FAQ Quick Links

- Managing My Settings
- All About FSAs
- Filing A Claim

See more FAQs

Financial Center

View My Accounts

File a Claim

Enroll in Direct Deposit

Substantiate Claims

Manage My Debit Card(s)

File a Claim



Step 1:
Claim Details
Add a line for each expense



Step 2:
Confirmation
Confirm all expense details



Step 3:
Documentation
How would you like to send in your receipts



Step 4:
Send Receipts

To begin submitting your claims follow the instructions below:

- Expense Type, Expense Begin Date and Amount are required for all claim items.
- Expense End Date and Dependent Name are only required for certain Expense Types.
- Click on the "Add Another Claim" button to enter additional claim items.
- If you have completed entering all your claims, click "Next" to proceed to the next step.

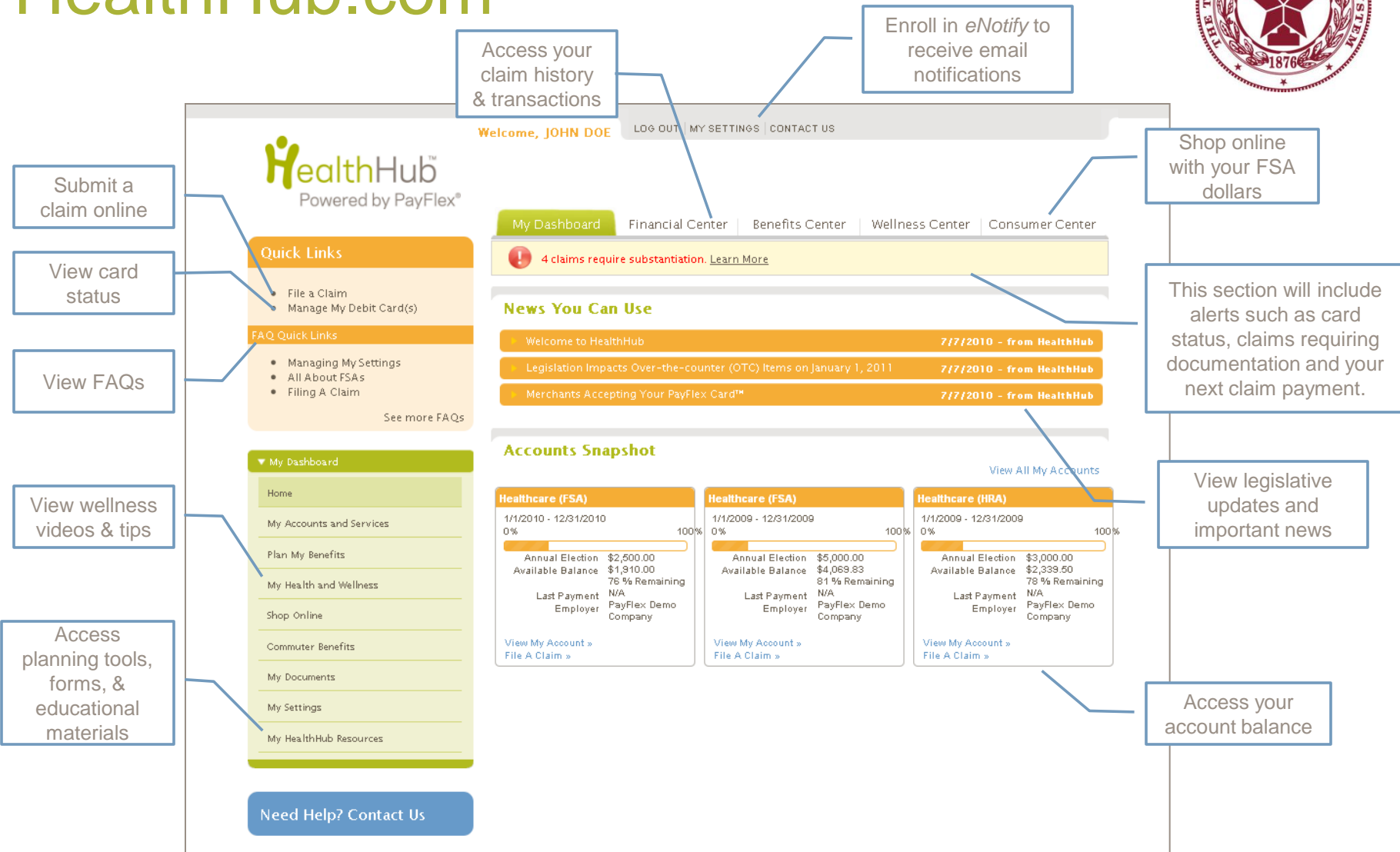
Note: If you have more than one claim, please enter them separately in the claim lines provided below. Click "Add Another Claim" to add more claim lines.

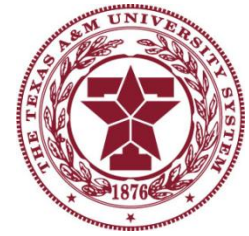
Expense Type	Expense Begin Date	Expense End Date	Dependent Name	Amount	
Prescription <input type="text"/>	<input type="text"/>			<input type="text"/>	

ADD ANOTHER CLAIM

NEXT

HealthHub.com





FSA Reminders

Re-enroll

- If you are a current FSA participant and would like to have an FSA for the upcoming plan year, you must re-enroll.

“Use it or Lose it Rule”

- Be conservative when setting your election amount for the upcoming plan year.
- Any amount left in your FSA after December 31, will be forfeited.

Save Receipts & Explanation of Benefits (EOBs)

- You must submit your receipt and/or EOB with your claim form in order to get reimbursed.
- If you use your PayFlex Card, you may be required to submit your receipt or EOB to verify that you used your card for an eligible expense.

More time to spend your FSA dollars!

- For the 2010-2011 plan year, you have until November 15, 2011 to incur eligible expenses.
- For the 2011-2012 plan year, you have until November 15, 2012 to incur eligible expenses.
- You have until December 31 to submit claims to PayFlex for reimbursement.



Your connection to HealthHub™

Customer Service

Phone: 800.284.4885

Hours: Monday – Friday, 7am - 7pm CT
Saturday, 9am - 2pm CT

Submitting a Claim

Online: Login to www.HealthHub.com > select **File a Claim**

Fax: 402.231.4310

Mail: PayFlex Systems USA, Inc.
P.O. Box 3039
Omaha, NE 68103

Learn more by visiting www.HealthHub.com > *My HealthHub Resources*

