



IntegraFlex Employee Portal

Simplify your healthcare finances with convenience, online access to your tax-advantaged benefit account

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Getting started

The IntegraFlex Employee Portal can be accessed by visiting the following URL:

- <https://integraflex.wealthcareportal.com>

Registration

- **Step 1:** If this is your first time accessing the IntegraFlex Employee Portal, click the *register* button at the top of the home screen.
- **Step 2:** Complete the registration form (as shown in the image on the lower right).
 - Choose a username & password
 - Enter your demographic information
 - Obtain your *employee ID* and *employer ID* from your employee enrollment materials.

If you already have a benefit debit card, the debit card number can be used in place of the *employer ID* in the *registration ID* field.

Before clicking *register*, be sure to view and accept the terms of use.

- **Step 3:** Click *register*. The process may take a few seconds. Do not click your browser's back button or refresh the page.

Secure authentication

The next phase of registration involves setting up your secure authentication. This important step helps ensure your account is secure and private.

After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process.

- **Step 1.** Select your security questions. From the list, please select four security questions and private your answers. These questions will be randomly asked during subsequent logins to ensure security. When finished, click *next*.
- **Step 2.** Verify your email address.

On the next page, you will be prompted to verify your email. Click *next*.

The screenshot displays a registration form titled "Register - Secure Authentication". At the top, a progress bar indicates four steps: STEP 1, STEP 2, STEP 3 (highlighted in green), and STEP 4. The form contains the following fields and elements:

- First Name:** Test
- Last Name:** Account
- Confirm Email:** hjones@alegeus.com (with a red asterisk indicating a required field)
- Informational Note:** "The email address entered is used for security encryption only. It is not used for solicitation purposes." (preceded by an information icon 'i')
- Buttons:** A grey "CANCEL" button with a close icon and a green "NEXT" button with a checkmark icon.

- **Step 3.** Submit setup information. On the next page, you'll be asked to verify the information you entered during the secure authentication process. After you've reviewed and confirmed the accuracy of this information, click *submit setup information*.

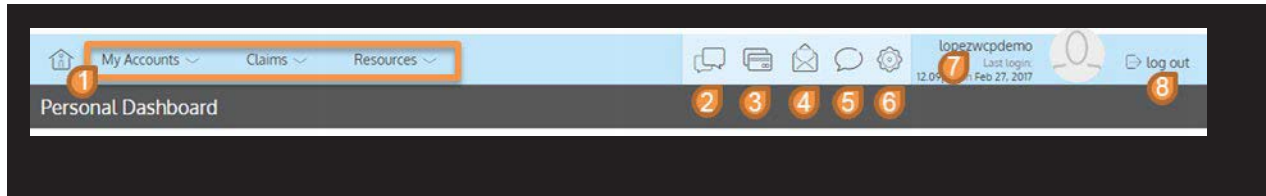
A confirmation page will display the successful completion of your registration.

Your first login

Once registered, you will be able to enter your username, answer security questions, and enter your password on all subsequent login attempts.

Navigating your online experience

The navigation bar gives you instant access to the key areas and function in the portal. The navigation bar is located atop every page in the portal



1. **Page menus.** Hover over the menu name to view a list of available pages.
2. **Contact us.** Send us a message.
3. **Cards.** Access and manage your debit card(s).
4. **Alerts.** View important account alerts.
5. **Messages.** Important claim, reimbursement, and reminder messages.
6. **Communication settings.** Manage your email and SMS text alert settings & preferences
7. **User profile.** View and manage your profile settings
8. **Log out.** End your session.

Checking your account balance(s)

Navigate to the *benefit account summary* page to access a quick view of your account balance(s). Each of your accounts displays in its own box, and provides at-a-glance details regarding your balance, funds spent, and important dates.

Flexible Spending Account (01/01/2016-12/31/2016)

Account Balance

Available Balance \$589.⁴⁹

Spent \$866.⁵¹

Annual Election \$1,456.⁰⁰

Account Summary

Annual Election	\$1,456. ⁰⁰
Payroll Deposits YTD	\$1,568. ⁹⁹
Spent	(\$866. ⁵¹)
Balance	\$589. ⁴⁹

Deadlines

Plan Start	Jan 1, 2016
Plan End	Dec 31, 2016
Last Day to Submit Claims	Mar 31, 2017
Last Day for Spending	Dec 31, 2016

VIEW DETAILS TRANSACTIONS SUBMIT CLAIM

Displays how much of your annual election has been spent, and how much is still available

Important dates, such as the last day to spend funds, and the last day claims can be submitted.

Links to additional account details, transactions, and claim submission forms.

Submitting expenses and filing claims

The IntegraFlex Employee Portal allows you to enter new claims and expenses, as well as view and edit pending claims. If you have receipts or documentation to substantiate your claim, you can attach these to expedite the reimbursement process.

What is the difference between a claim and expense?

- **Claim.** Claims are simply reimbursement requests submitted for costs incurred when receiving eligible services, products, or procedures.
- **Expense.** Expenses are used to track & manage your medical, dental, vision, prescription, and other potentially eligible expenses. Once entered, expenses can be submitted for reimbursement (just like a claim). Expenses can be submitted now or at a later date.

Submitting a claim

To enter a claim and request reimbursement, open the *submit claim* page and complete the form. Be sure to upload a receipt image if you have one. You can click *browse* to navigate to the file, or you can drag and drop from your computer. Click *submit* to send the request for processing.

Submit Claim

* - Required Field

Claim Amount * \$ 50.00

Service Start Date * Feb 24, 2017

Service End Date * Feb 24, 2017

Claimant NewApp Tivo

Reimbursement Method Check

Pay provider? * Yes No

Account Type Flexible Spending Account

Provider Name

Comments

Upload Receipt BROWSE

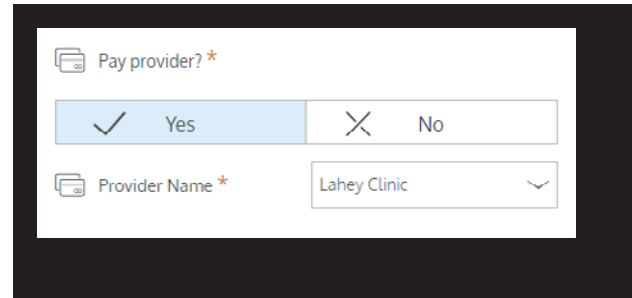
DRAG & DROP
your receipts here

Receipt.PNG

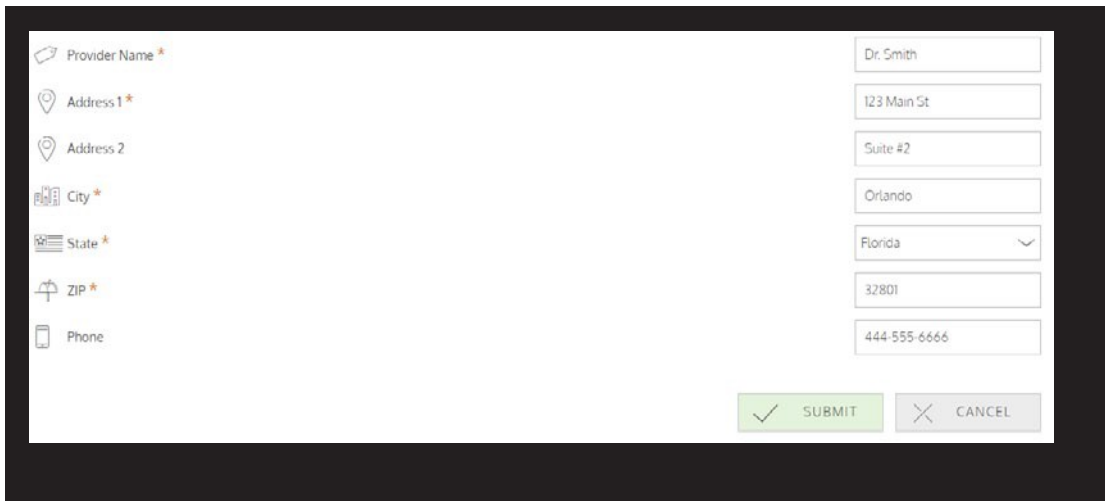
SUBMIT CANCEL

Send payment to your service provider. When entering a claim, you can choose to have the reimbursement funds sent directly to you, or you can have payment sent directly to your provider (on your behalf).

If you pay a provider, choose your provider name from the dropdown menu. If you don't see your provider listed, select *add new provider record* to add your provider.



A screenshot of a dialog box titled "Pay provider? *". It features two radio button options: "Yes" (selected) and "No". Below this is a dropdown menu labeled "Provider Name *" with "Lahey Clinic" selected.



A screenshot of a form for adding a new provider record. The form includes the following fields:

- Provider Name *
- Address 1 *
- Address 2
- City *
- State *
- ZIP *
- Phone

The form is populated with the following information:

- Provider Name: Dr. Smith
- Address 1: 123 Main St
- Address 2: Suite #2
- City: Orlando
- State: Florida
- ZIP: 32801
- Phone: 444-555-6666

At the bottom right, there are two buttons: "SUBMIT" and "CANCEL".

Adding an expense for future payment

Similar to claim submission, to enter an expense, open the *add expense for future payment* page and complete the form. Be sure to include a receipt, if you have one.

- **Billed amount.** Full amount billed for services provider.
- **Insurance allowed amount.** The maximum amount your health insurance plan will pay for services provided.
- **Insurance paid amount.** The amount covered by your health insurance plan.
- **Paid non-reimbursable.** The cost included in the insurance allowed amount that is for ineligible items or services.
- **My responsibility.** Any part of the insurance allowed amount that is not covered by your health insurance plan.
- **Reimbursed from my accounts.** The amount reimbursed from your benefit accounts.
- **My remaining responsibility.** The remaining amount you can submit for reimbursement.

Viewing claims and expenses

Once entered, claims and expenses can be viewed on the *claims list* page. From here, you can view claim status, attach receipts, and request reimbursement for eligible expenses.

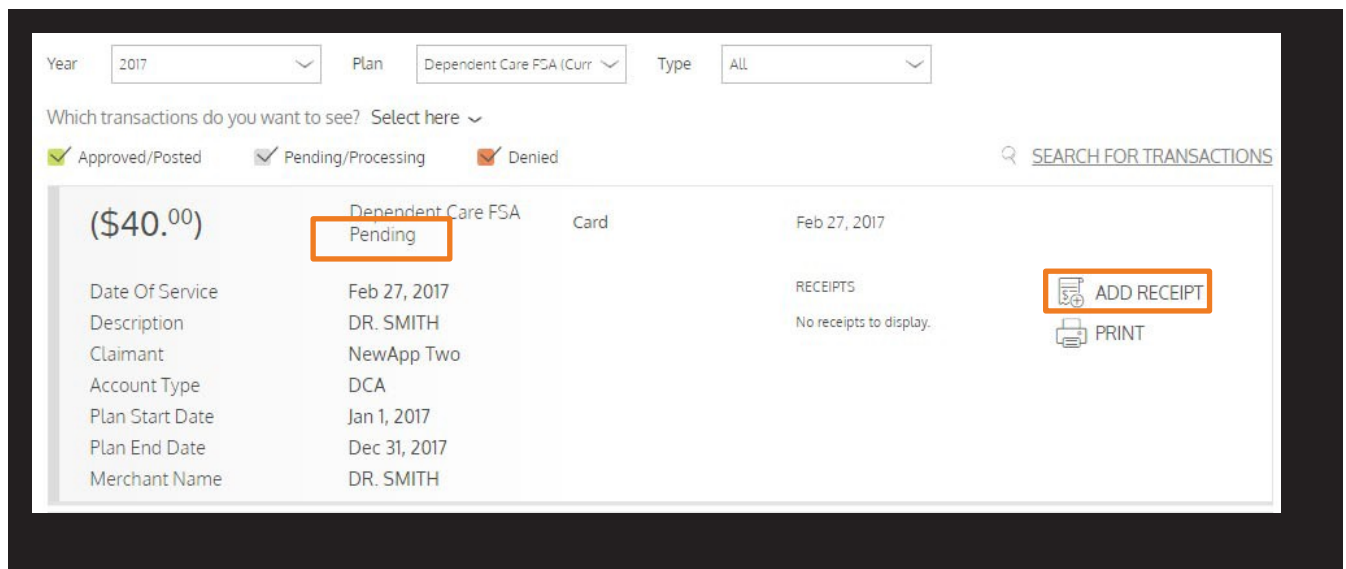
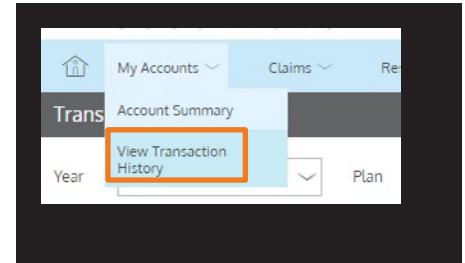
Action Needed			
\$100.00	Eligible for Reimbursement	Claim Date of Service: Oct 26, 2016	REQUEST REIMBURSEMENT
Approved/Paid/Submitted			
(\$32.99)	Paid	Claim Date of Service: Nov 4, 2016 Date of Transaction: Nov 9, 2016	
(\$43.99)	Paid	Claim Date of Service: Nov 3, 2016 Date of Transaction: Nov 9, 2016	
(\$54.00)	Paid	Claim Date of Service: Nov 9, 2016 Date of Transaction: Nov 9, 2016	
(\$8.00)	Paid	Claim Date of Service: Nov 7, 2016 Date of Transaction: Nov 9, 2016	
\$100.00	Submitted	Claim Date of Service: Oct 26, 2016	ADD RECEIPT
Page 1 of 1			
Denied			
\$34.00	Denied	Claim Date of Service: Nov 9, 2016 Date of Transaction: Nov 9, 2016	

Resolving pending debit card transactions

If you swipe your debit card for eligible products or services, you may be required to submit a receipt or other documentation before the debit card transaction can be approved. To aid in resolving pending debit card transactions, you can take the following action:

- **Step 1.** Navigate to the *transactions* page.
- **Step 2.** Located the pending transaction (using the search filters)
- **Step 3.** Click to expand the transaction, and click *add receipt* to attach your supporting documentation to the transaction.

We will review the documentation you've submitted and update the transaction accordingly.

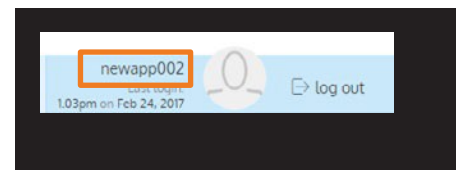


Updating your user profile

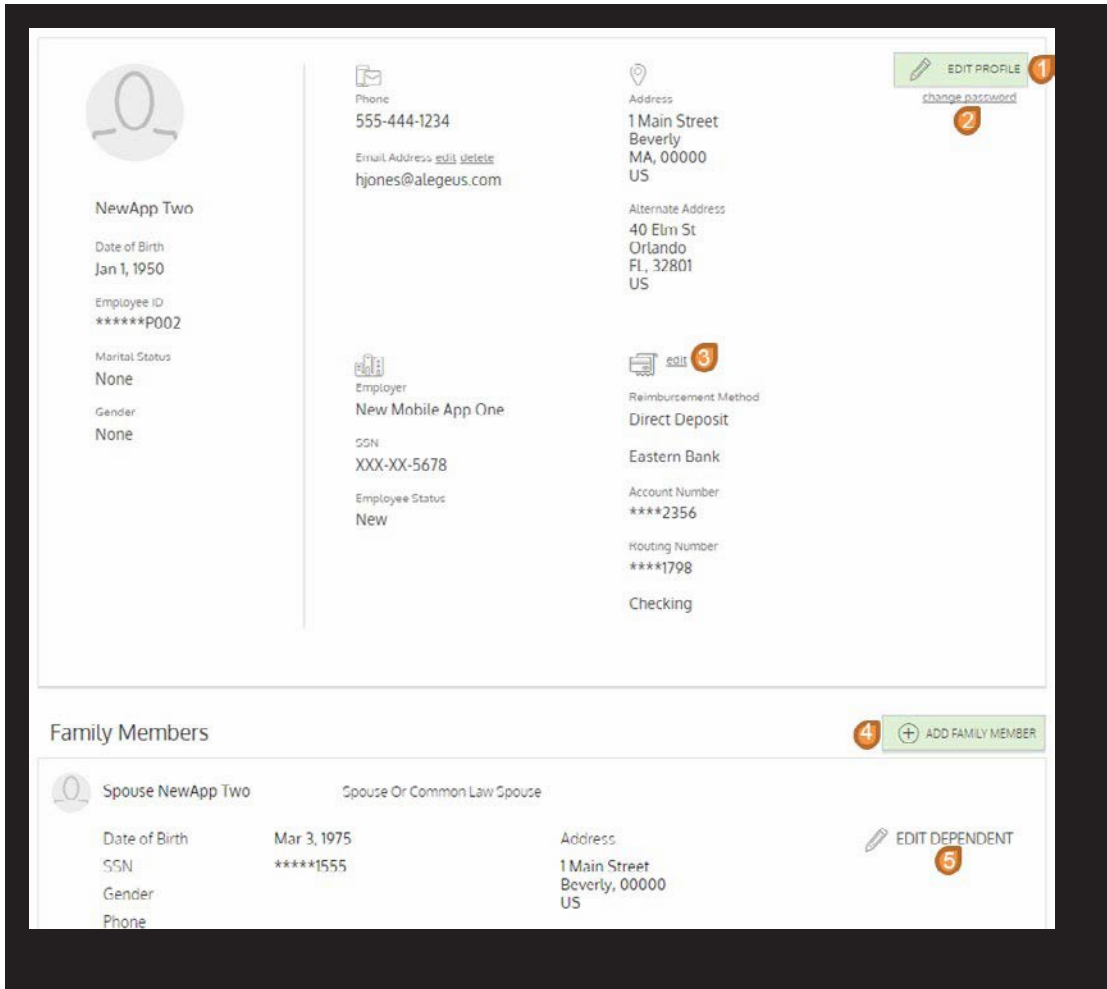
To access and edit your user profile, click the username hyperlink on the right side of the navigation bar.

From this page, you can:

1. Update your phone number and address.
2. Change your password
3. Update your reimbursement method
4. Add a new dependent
5. Update an existing dependent

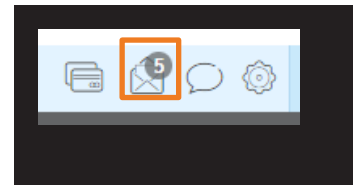


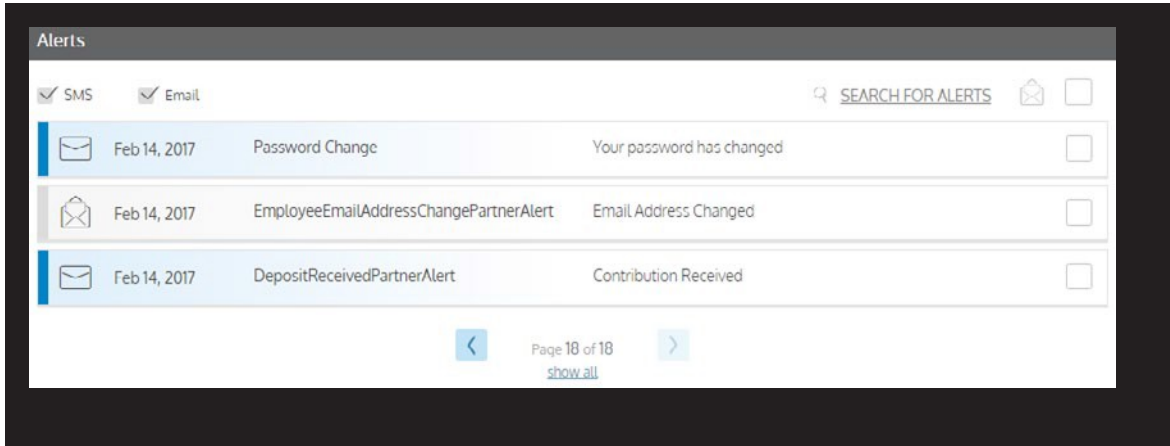
The image below shows where each item in the list above is located.



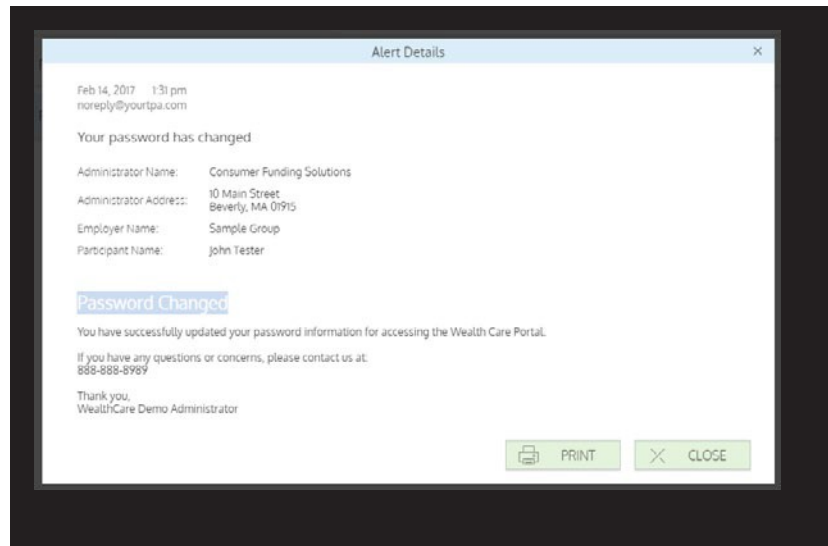
Viewing and managing alerts & messages

The envelope icon in the navigation bar alerts you to any unread messages awaiting your review. Depending on your communication preferences and your group’s setup, these messages could be anything from confirmation of an email address or password change, to notification that a claim you submitted has been received, to an alert that a card transaction was denied, to a wide variety of other messages.





Click on an individual message to see the full text:



Changing your message preferences

You can change whether or not you receive certain message types, as well as how you receive them from the *communication settings* page. This page can be accessed by clicking the sprocket symbol in the navigation bar.

You may choose, for each alert type, whether you receive it via mobile, email, both, or neither. Click *save* when you are done editing your preferences. You can also use this page to update your email address, and to register your mobile phone for SMS text alerts.

