



# NEW! Debit Card Activity Feature

Introducing a new **Debit Card Activity** feature available for PayFlex Card™ users! Now you can view your card status, outstanding card transactions and provide your debit card receipts all in one place. With this new feature, you can keep your card active simply by uploading documentation online!

## Here's how it works:

After successfully logging into the participant website, you will see your **Debit Card Activity** on your **Accounts** screen. One of the following three messages will be displayed:

**Scenario #1:** **Active PayFlex Card™ with no transactions requiring documentation.**

*Debit Card Activity*

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Your PayFlex Card is currently: **Active**

You have no unsubstantiated debit card claims at this time.

**Action Required:** NONE

**Scenario #2:** **Active PayFlex Card™ with transactions requiring documentation.**

Your PayFlex Card is currently: **Active**

In order to keep your PayFlex Card active, you will need to provide documentation for the claims listed below. To get started, select the claims you want to provide documentation for below and choose **Create Fax Coversheet** or **Upload Documentation**.

Date	Merchant	Amount	Select
01/15/2009	PHYSICIANS CLINIC REGE OMAHA NE	55.16	<input type="checkbox"/>
02/24/2009	EYEMASTERS #145 OMAHA NE	132.56	<input type="checkbox"/>
03/23/2009	WM SUPERCENTER	150.00	<input type="checkbox"/>
04/24/2009	MICHAEL THORFINNSON DD	132.56	<input type="checkbox"/>

**Action Required:** You must provide documentation for all outstanding card transactions listed in order to keep your card active.

## What to do next:

- Select the transaction for which you need to provide an Explanation of Benefits or itemized receipt.
- Select **Create Fax Coversheet** or **Upload Documentation**. In order to upload, your documentation must be in PDF Format. If upload is chosen; a message will be displayed, confirming that the documentation has been successfully uploaded.
- Once PayFlex has reviewed and accepted your documentation, your transaction(s) will be removed from "**Debit Card Activity**". Please allow at least 48 hours for this to occur.



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## Scenario #3: **Inactive PayFlex Card™** with transactions requiring documentation.

### Debit Card Activity

Your PayFlex Card is currently: **Inactive**

To activate your card, do one of the following:

- Submit the required documentation(see below).
- Submit eligible claims to offset the ineligible debit card claim(s). (**Express Claims**)
- Reimburse the Plan by writing a check to:

PayFlex Systems USA, Inc.  
Flex Department  
P.O. Box 3039  
Omaha, NE 68103-3039

To get started, select the claims you want to provide documentation for below and choose **Create Fax Coversheet** or **Upload Documentation**.

Date	Merchant	Amount	Select
01/15/2009	PHYSICIANS CLINIC REGE OMAHA NE	55.16	<input type="checkbox"/>
02/24/2009	EYEMASTERS #145 OMAHA NE	132.56	<input type="checkbox"/>
03/23/2009	WM SUPERCENTER	150.00	<input type="checkbox"/>
04/24/2009	MICHAEL THORFINNSON DD	132.56	<input type="checkbox"/>

Note: If you have reimbursed the Plan via check or submitted additional claims to offset your overpayment, the original ineligible claims will still appear in this list through the remainder of the plan year.

[Create Fax Coversheet](#)

[Upload Documentation](#)

**Action Required:** You must take one of the actions displayed, in order to activate your card.

### What to do next:

- Select the transactions for which you can provide an Explanation of Benefits or itemized receipt.
- Select **Create Fax Coversheet** or **Upload Documentation**. In order to upload, your documentation must be in PDF Format. If upload is chosen; a message will be displayed, confirming that the documentation has been successfully uploaded.
- Once PayFlex has reviewed and accepted your documentation, your transaction(s) will be removed from **"Debit Card Activity"**. Please allow at least 48 hours for this to occur.
- If you do not have documentation to support the outstanding transaction(s) listed, you can still submit another claim to cover the expense using **Express Claims** (substitute claims are only allowed from the current plan year) or reimburse your account for the outstanding transaction(s) by mailing a check to PayFlex. In this case, the original ineligible transaction will still appear on this list.

### Important Reminder

- All fax coversheets and uploaded documentation will be archived under the **Documents** link of the participant website.