



# Easy Payment Options

Paying for eligible healthcare expenses has never been easier!

With a variety of payment options available, makes it easy for you to use the funds in your PlanSource Reimbursement Account to pay for eligible expenses.

## What payment methods are available?

### 1. Reimbursement Request

If you pay for an eligible expense using personal funds, simply log in to the Participant Portal or My Benefits Account App to request reimbursement. You can use your PlanSource Reimbursement Account to pay yourself back in one of two ways:

- Have your reimbursement deposited directly into your bank account, which is the quickest and most convenient way to receive your reimbursement
- Have a check mailed to you

Most reimbursement requests are processed within 3 - 5 business days after they are received and approved.

### 2. Pay My Provider

If you are billed for an eligible expense, you can use your PlanSource Reimbursement Account to send a payment directly to your provider. Simply log in to the Participant Portal or My Benefits Account App to make a bill payment.

### 3. Pay by Debit Card

Your PlanSource Benefits Mastercard provides immediate access to the funds in your PlanSource Reimbursement Account. It is the most convenient way to pay for eligible expenses and can be used wherever Mastercard is accepted. Using your PlanSource Benefits Mastercard eliminates the need for you to pay with personal funds and request reimbursement. In the event you have multiple benefit accounts, our technology understands which account a purchase should be applied to.

## Do I need to save my receipts?

Regardless of which payment option you select, be sure to save receipts for all your PlanSource Reimbursement Account transactions. You may need itemized documentation to verify the eligibility of expenses or for reimbursement requests. In the rare instance supporting documentation is requested, simply log in to the Participant Portal or My Benefits Account App to upload your receipt or other documentation.

**Questions?**

**Call us at 888-266-1732**