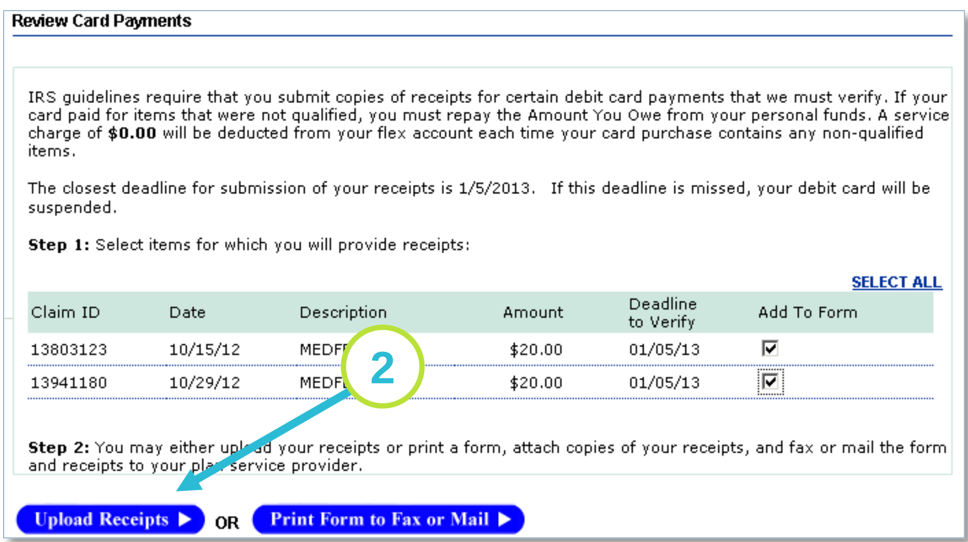
How to Upload a Debit Card Receipt from MyFlexOnline

Listed below are instructions to upload a receipt for debit card use verification from MyFlexOnline (MFO).

1. Log into MFO and select **Click here to review**. (Note: This will only apply if a participant has a transaction that needs receipt verification).

2. To review your card payments, select the check box under **Add to Form** or choose **Select All**. Then, select Upload Receipts.



3. Review the instructions below and select **Upload Receipts Now**.

Upload Your Receipt

Use the following instructions to verify a card transaction:

1. Make sure each receipt contains the following:
   - Service date
   - Description of service
   - Name of person receiving the service (when available)
   - Name of provider
   - Amount (patient financial responsibility)
2. Do one or both of the following to save an electronic version of the receipt to your computer.
   - Save an Explanation of Benefits (EOB) document from your health plan's Web site.
   - Scan a paper receipt and save it in TIF, TIFF, JPG, JPEG, GIF, BMP, PNG or PDF format.

   You may upload up to 18 files to complete your claim.
   Each file must total no more than 5 MB(5,120 KB) If necessary, you can compress the file.

3. Click **Upload Receipt Now**, and then select one or more files to upload. You can upload more receipts later as necessary.
4. Return to this Web site to review the status of the claim and payment.

You must submit a receipt to complete this claim.

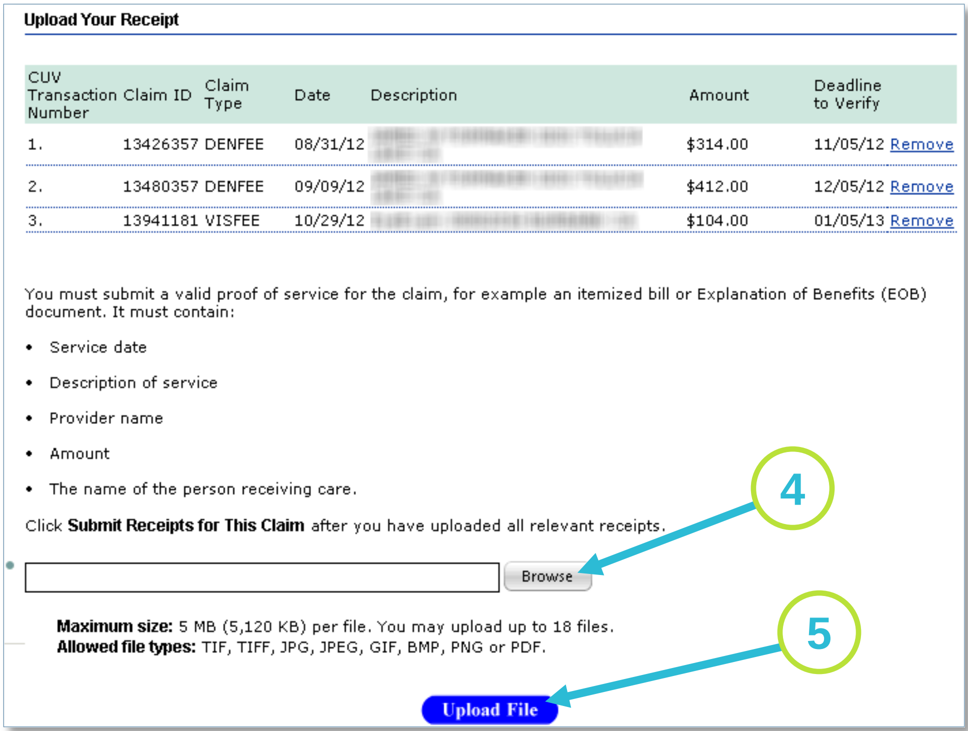
The next page contains instructions about how to submit a receipt. Verification of the receipt is possible only if you have submitted it by the plan's submission deadline.

Upload Receipts Now ▶ 3

Current as of 11/8/2012 12:25:08 PM

4. Select **Browse** to locate the receipt(s) from your computer.

5. Next, find the receipt(s) that you wish to upload. Click on **Upload File** to begin the upload process.


Upload Your Receipt

CUV Transaction Number	Claim ID	Claim Type	Date	Description	Amount	Deadline to Verify	
1.	13426357	DENFEE	08/31/12	[illegible]	$314.00	11/05/12	Remove
2.	13480357	DENFEE	09/09/12	[illegible]	$412.00	12/05/12	Remove
3.	13941181	VISFEE	10/29/12	[illegible]	$104.00	01/05/13	Remove

You must submit a valid proof of service for the claim, for example an itemized bill or Explanation of Benefits (EOB) document. It must contain:

- Service date
- Description of service
- Provider name
- Amount
- The name of the person receiving care.

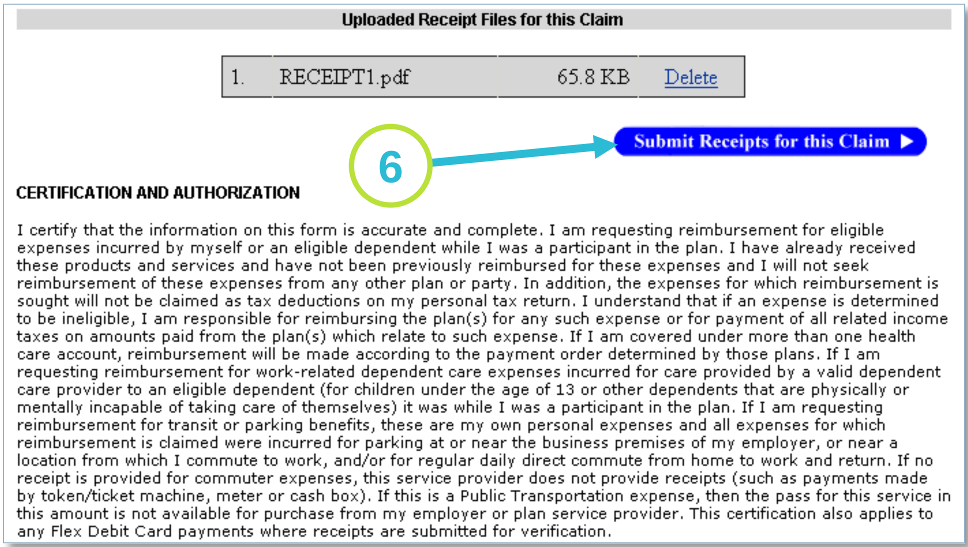
Click **Submit Receipts for This Claim** after you have uploaded all relevant receipts.

Browse

Maximum size: 5 MB (5,120 KB) per file. You may upload up to 18 files.
Allowed file types: TIF, TIFF, JPG, JPEG, GIF, BMP, PNG or PDF.

Upload File

6. To submit your transaction for processing, select **Submit Receipts for this Claim**. When you submit your receipt, you are attesting to the fact the information submitted is accurate and complete (see the **Certification and Authorization** below).



7. After submitting the claim, you will receive an Internet Claim Entry number for your records. To view a listing of your pending payments, click on **here**.