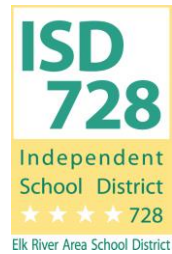


Section 105 HRA (Health Reimbursement Account) Accessing Account Information and Claim Reimbursement Process



LOGGING INTO YOUR ACCOUNT

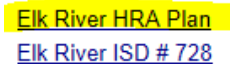
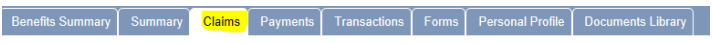
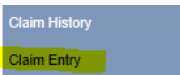

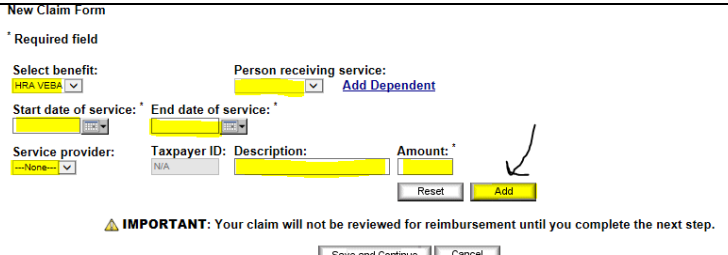
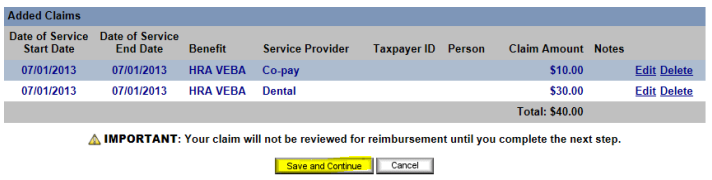
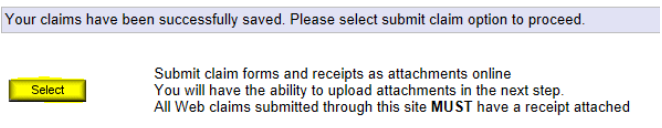
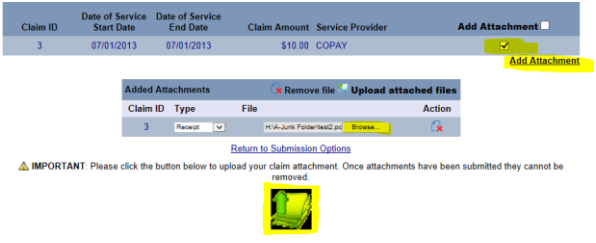
1. Access the EBC website	www.yourplanaccess.net/ebc
2.a. If you are an existing HRA Plan participant or have accessed and set up your account previously on this EBC site, enter the Username and Password you used when establishing your account. If you do not remember what it is, click on <u>Forgot User ID or Password</u> and follow the prompts.	
2.b. If you are a new user to this site , enter your <u>full Social Security Number (no spaces or dashes)</u> as your user ID and the <u>last 4-digits of your SSN</u> as your Password and click <u>Login</u> . You will be prompted to establish a unique Username and Password that you will use ongoing when you return to the site in the future.	

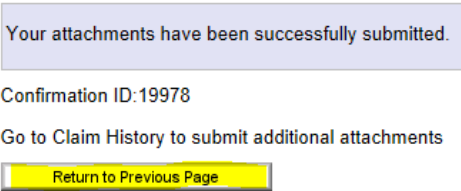
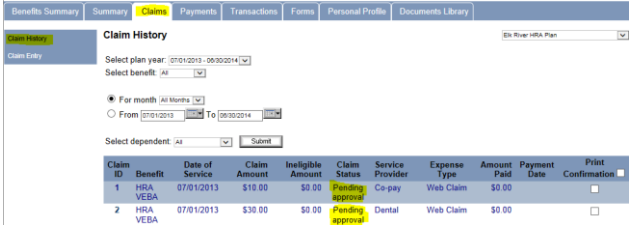
If you have any questions or difficulty signing into your account, please call EBC at 1-888-507-6053 and an EBC representative will be happy to assist you.

VIEWING YOUR ACCOUNT BALANCE & PAST ACTIVITY

1. Log into your account as described above.	See “Logging Into Your Account” Instructions Above																								
2. Click on the <u>Elk River HRA Plan</u>	Elk River HRA Plan Elk River ISD # 728																								
3. Click the <u>Summary</u> tab.																									
4. Expand the “Benefits” section by clicking the arrow (▶) to view your deposits, claims, and balance information.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Claim Benefit</th> <th>Available Balance</th> <th>Declared Amount</th> <th>YTD Deposits</th> <th>YTD Claims</th> <th>YTD Fees/Adjustments Payments</th> <th>Pending Claims</th> <th>Debit Card Available Balance</th> </tr> </thead> <tbody> <tr> <td>HRA VEBA</td> <td style="background-color: black; color: black;">REDACTED</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> </tbody> </table>	Claim Benefit	Available Balance	Declared Amount	YTD Deposits	YTD Claims	YTD Fees/Adjustments Payments	Pending Claims	Debit Card Available Balance	HRA VEBA	REDACTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0								N/A
Claim Benefit	Available Balance	Declared Amount	YTD Deposits	YTD Claims	YTD Fees/Adjustments Payments	Pending Claims	Debit Card Available Balance																		
HRA VEBA	REDACTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0																		
							N/A																		




FILING AN [ONLINE CLAIM](#)

<p>1. Before beginning the online claim process, scan your receipts and save to your computer where you will access them at a later point in the process. Claims submitted online must have the supporting documentation attached to the online claim submission in order for reimbursement to occur. Do not start the process until you have your supporting documentation saved and available electronically.</p>	
<p>2. Log into your account as described above.</p>	<p>See “Logging Into Your Account” Instructions Above</p>
<p>3. Click on the Elk River HRA Plan</p>	
<p>4. Click the Claims tab.</p>	
<p>5. Click the Claim Entry option in the left menu.</p>	
<p>6. Click the Add Dependent link to set up any eligible dependents for whom you may be submitting claims. You need only do this step once, and your dependents will remain in the system for future claims as well.</p>	
<p>7. Enter your Claim Detail as requested on the screen, and click Add.</p> <p><i>Repeat this process for each claim you are submitting for reimbursement.</i></p>	
<p>8. After all claim detail has been entered, click Save and Continue.</p>	
<p>9. After obtaining the confirmation message that your claim has been successfully saved, click Select.</p>	
<p>10. Attach your receipt as documentation:</p> <ul style="list-style-type: none"> • Click the Add Attachment Check Box • Click the Add Attachment Link • Browse for your file (that you saved in step 1 above) • Click the Upload icon (<i>Don't miss this important step – the upload icon is located at the bottom of the screen</i>) 	

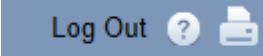
<p>11. After receiving the Confirmation ID and message that your attachments were successfully submitted, click Return to Previous Page.</p> <p><i>Repeat the process to attach additional receipts/documentation for all claims submitted.</i></p>	
<p>12. When you completed attaching all documentation, click the Claims tab and Claim History to view and verify the claims you just submitted for reimbursement. They will be in a Pending Approval status until audited and approved for payment.</p> <p><i>Note: Payments are processed once each week.</i></p>	

FILING A PAPER CLAIM

Note: While filing claims online is the preferred method, a paper claim filing process is also available. Complete the form and mail or fax it directly to EBC along with copies of receipts.

<p>1. Access the EBC website.</p>	<p>www.ebcsolutions.com</p>
<p>2. Click on the Health Reimbursement Arrangement (HRA) tab.</p>	
<p>3. Click on Frequently Used Forms in the left menu.</p>	
<p>4. Select the HRA Reimbursement Claim Form & the Direct Deposit Form (optional).</p>	

LOGGING OUT OF YOUR ACCOUNT

<p>1. When you have completed viewing and updating your account information, or submitting claims, click Log Out, located in the upper right hand corner of the screen.</p>	
---	---