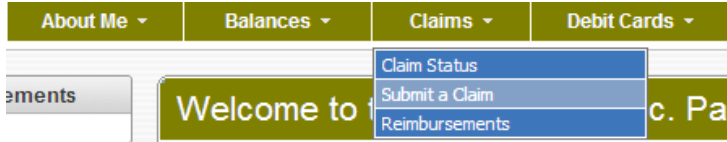


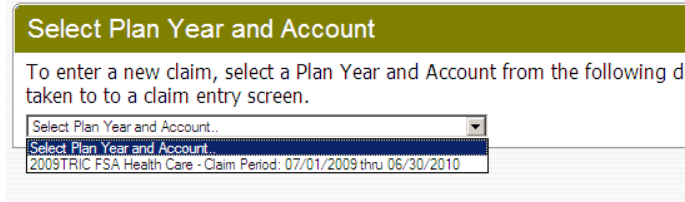
How to Obtain a Dependent Debit Card from the FlexChecks Flex Plan Participant Portal

First, add your dependent:

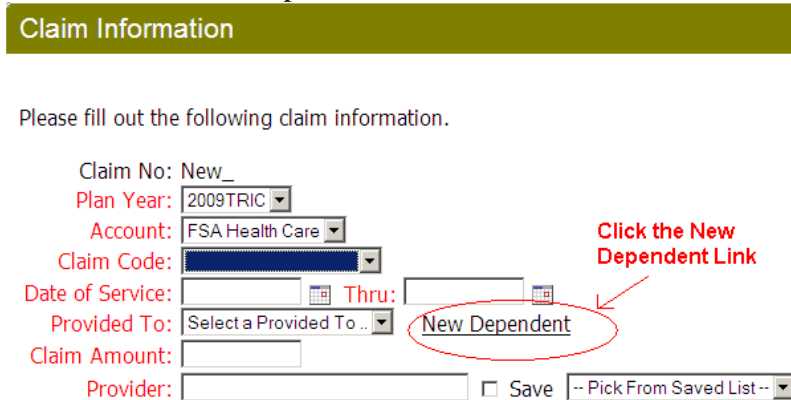
1. Go to Claims, Submit a claim



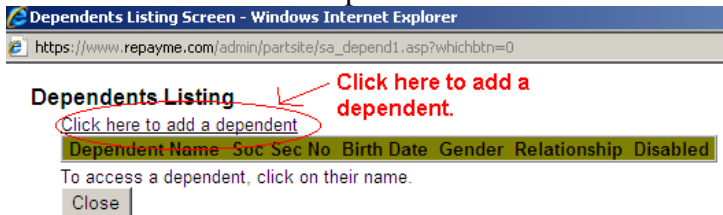
2. Select the current plan year:



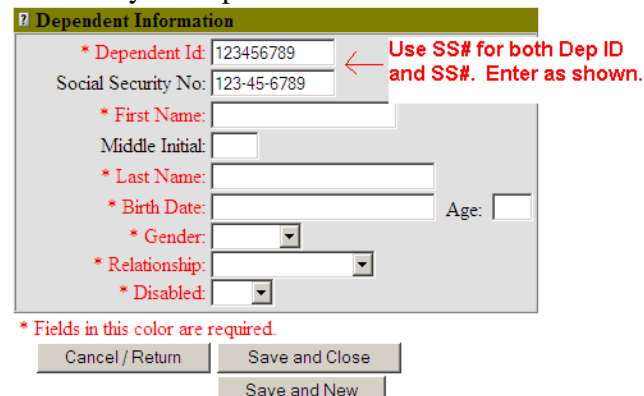
3. Click on "New Dependent"



4. Click on "Add New Dependent"

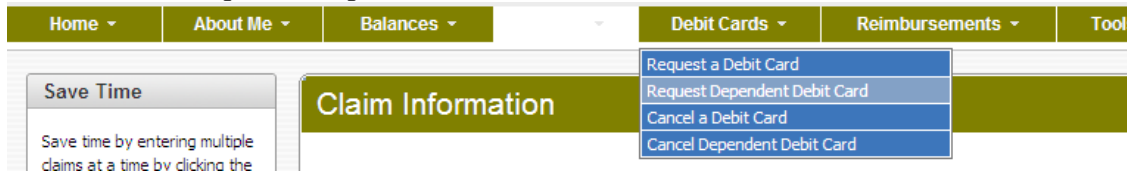


5. Enter your dependent information:



Then, Request the Dependent Debit Card

6. Click on “Request a Dependent Debit Card”



7. Click all three (3) places: Request a Card (for your dependent as shown), Allow Access to the plan you choose, and agree to the Terms of Use. Then click Submit.

The screenshot shows the 'Your METAVANTE (BPS) Card Status' section with a table:

Requested	Cancelled	Action
		<input type="checkbox"/> Request a Card

Below this is the 'Your Dependent's Card Status' section with a table:

Name	Requested	Cancelled	Action	Allow Access To
TEST2 EMPLOYEE			<input checked="" type="checkbox"/> Request a Card	<input checked="" type="checkbox"/> FSA Health Care

The 'Terms Of Use' section contains the following text:

By requesting a debit card for use with my Flexible Benefit Plan, I agree to the following:

- I certify that the issued debit card will only be used to pay for eligible medical and/or dependent care expenses for myself, my spouse, and/or dependents.
- I certify that expenses paid with the debit card have not and will not be reimbursed by another health plan.
- I agree to acquire and retain documentation for any expense paid with the card, including invoices and/or receipts that include the date of service, the name of the provider, and the service/product provided, and submit them to FlexChecks upon request.
- I understand that the debit card can only be used at certain merchant or service providers authorized by my employer and use of the card is limited to specified merchant codes that relate to health care: physicians, pharmacies, dentists, vision care offices, hospitals and other medical care providers.
- I understand that my card will be automatically cancelled upon termination of my employment.
- I understand that if I use the debit card to pay medical and/or dependent care expenses, and it is later discovered that the expenses are ineligible for reimbursement, FlexChecks and/or my employer will take any of the following corrective action(s):
 - Request that I immediately reimburse the Plan.
 - Withhold the improper payment from my wages or other compensation.
 - Substitute other claims by the amount of the improper payment; for example, when a subsequent eligible claim is made during the Plan year, the reimbursement amount will be offset by the improper payment until it is repaid in full.
 - Cancel the debit card until the improper payment is repaid.
 - If any of the above correction methods do not result in repayment of the improper expenses, my employer can treat the indebtedness as it would any other business indebtedness.

At the bottom of the Terms of Use section, there is a checkbox labeled 'Click here if you agree to the Terms Of Use' which is checked. Below this is an 'Update' button.

8. Your card will arrive in 7-10 business days at the address shown on the Personal Information Tab (correct it if it is not accurate).

If you have any questions, please email us at processing@flexchecks.com.