

QuickStart Guide**Retirement Health Care Account (RHCA)
Health Care Retirement Account (HRA)***everyone benefits***Includes:**

Your HRA: The Essentials;
Managing Your Account; and
Using Your HRA Dollars.

Register online now!

To register, just visit
www.wageworks.com and
click "LOGIN/REGISTER" and
select "Employee Registration."

Set up direct deposit for faster
reimbursement. You'll need
to create a username and
password and re-establish
your direct deposit.

Questions? Ask us.

If you have any questions or
concerns, you can talk to a
trained expert to learn more
about the program.

Just call **877-WageWorks**
(877-924-3967) Monday
through Friday, from 8 a.m.
to 8 p.m. Eastern Time.

**Download the
EZ Receipts® app.**

Use your smartphone to file
claims and take care of your
account paperwork from
anywhere. Go to
[www.wageworks.com/
myezreceipts](http://www.wageworks.com/myezreceipts) to learn more.

Welcome to WageWorks. Here's How it Works.

WageWorks is the claims administrator for the Retirement Health Care Account (RHCA) and Health Care Retirement Account (HRA). These accounts can be used to help pay for eligible health care expenses. (Note: You may have one or both accounts, depending on your retirement status).

To submit **HRA** claims for a spouse, your spouse must have been a legal spouse *prior* to retirement. You may submit **RHCA** claims for a spouse which you legally married *prior to or after* retirement.

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Ready to get started? This short guide will show you how.

HRA and RHCA: The Essentials

The HRA and RHCA programs are governed by IRS Regulations that detail who is eligible to use the accounts and how the funds can be used. The following guidelines will help you avoid any inconvenience.

- ▶ **Make sure account funds are only spent on those who are eligible.** Typically, those eligible are you, your spouse and your eligible dependents. No new dependents can be added post-retirement.
- ▶ **Know what expenses are eligible.** Log into your account at www.wageworks.com for a complete list of eligible health care expenses. Generally, eligible health care expenses include services and products that are medically necessary to treat a specific condition.
- ▶ **Over-the-counter (OTC) drugs require a prescription.** To use your account for over-the-counter (OTC) drugs, you'll need to get a prescription from your doctor. You can pay for the item out-of-pocket and then use the online or paper Pay Me Back claim form or your smartphone or mobile device to submit your receipt along with the prescription to WageWorks for reimbursement.
- ▶ **Keep an eye on your account.** Log into your account at www.wageworks.com to view your transactions and track your HRA account balance. You can view RHCA activity at Merrill Lynch at www.benefits.ml.com.
- ▶ **Register for an online account at www.wageworks.com.** When you register online and provide a current email, you ensure that you will have 24/7 access to your account and will be automatically signed up to receive important updates and alerts. You also must have an account to use the mobile app and take advantage of features like Upload Receipts for online claims.
- ▶ **Keep Your Receipts.** Save receipts that describe exactly what you paid for. Make sure the amount and the **service date**—not the payment date—are included.

Managing Your Account

You can manage and check your account through WageWorks online or over the phone at 877-924-3967. The “Claims and Activity” page online details all your account activity.

For the latest information, visit www.wageworks.com to log into your account 24/7. In addition to reviewing your most recent HRA activity, you can:

- ▶ Update your account preferences and personal information
- ▶ Set up or update your direct deposit information
- ▶ Check the complete list of eligible expenses
- ▶ Manage your account while on-the-go via the WageWorks mobile website
- ▶ Download the EZ Receipts® app so that you are able to file claims from your smartphone or mobile device

Using Your HRA Dollars

When you pay for an eligible health care expense, you want to put your account to work right away.

Filing a claim

You can file a claim online to request reimbursement for your eligible expenses.

- ▶ Go to www.wageworks.com, log into your account and click “Submit Receipt or Claim”
- ▶ Select “Pay Me Back”
- ▶ Fill in all the information requested on the form and submit
- ▶ Scan or take a photo of your receipts, EOBs and other supporting documentation
- ▶ Attach supporting documentation to your claim by using the upload utility
- ▶ Make sure your documentation includes the following pieces of information required by the IRS:
 - ✓ Date of service or purchase
 - ✓ Patient name
 - ✓ Detailed description
 - ✓ Patient portion or amount owed
 - ✓ Provider or merchant name

Most claims are processed within one or two business days after they are received, and payments are sent shortly thereafter.

To ensure fastest receipt of your reimbursement, reestablish or set up direct deposit by logging in to your account at www.wageworks.com. Then click on REIMBURSEMENT METHOD and select DIRECT DEPOSIT under “Select Reimburse Payments by.”

If you prefer to submit a paper claim by fax or mail, download a Pay Me Back claim form at www.wageworks.com and follow the instructions for submission.

Using your Smartphone or Mobile Device

With the EZ Receipts mobile app from WageWorks, you can file and manage your reimbursement claims on the spot with a click of your smartphone or mobile device camera, from anywhere.

To use EZ Receipts:

- ▶ Download at www.wageworks.com/myezreceipts
- ▶ Log into your account
- ▶ Choose the type of receipt from the simple menu
- ▶ Enter some basic information about the claim
- ▶ Use your smartphone camera or mobile device to capture the documentation
- ▶ Submit the image and details to WageWorks

Surviving Spouse Information

In the event of the death of a retiree or spouse who holds an HRA, the surviving spouse will have access to the entire account balance.

Your surviving spouse must have been a legal spouse prior to retirement.

In the event of the death of a participant with no surviving spouse, the estate will have 12 months from the date of the death to submit health care expenses for reimbursement. No further amounts will be paid out after 12 months.