Flexible Spending Account

*******Important Info*******

--Over the Counter medications and Menstrual products are now reimbursable without a prescription. Vitamins and supplements still require a prescription or letter of medical necessity from your medical professional.

--Day care expenses that can be reimbursed include day care centers, before and after school care, day camps and an individual caregiver. Please submit a Tax ID or Social Security number of the caregiver to keep on file.

--Medical funds are available from the first day of the plan. Day care expenses are available as contributed.

--Balances can be found at www.wealthcareadmin.com. You can also check your reimbursement check stub or call AIM at 502/426-1235.

--Claim forms can be found at www.aimadministrator.com

--When a participant terminates employment, let them know that they have 60 days after the term date to submit paper claims for reimbursement. Those expenses must have been incurred before their term date.

--If there is a new enrollee or change, please send a copy of the Benefit Enrollment form or Notification of Employee Benefit Change form to AIM at 502/426-6569 when the employee is participating in the FSA. Please note the date of the contribution affected.

 --Remember to include a report with *each* contribution. **This must include the group name and number**, a list of participants and their contribution amounts.

--Always feel free to contact Michele at Michele@aimadministrator.com or call 502/426-1235 if you have questions.

FSA LOGIN INFO

Cardholders can view their Flexible Spending Account balances and statements online at anytime. It's quick, easy and convenient! Please make sure popup blockers are off…

--Using Internet Explorer, go to www.wealthcareadmin.com and select "Participant Login".

--Click on "Create Account"

--Enter your name as it appears on your card and your Employee ID. (Your Employee ID is the first two letters of your last name lower case and the last four numbers of your Social Security i.e. cu1234)

--Enter your card number (Employer ID is not necessary)

--Enter your security words. Note exactly how you entered them. You will need this info when you have to reset your password.

--Create your own user ID. Use "Welcome1" for the PW and complete the rest of that section.

--Hit the submit button. You are ready to log in!

When creating your password, keep in mind the following rules

· Password cannot be same as the username, and cannot contain the username.

· Password cannot contain a single repeating character whether capital or lowercase. A repeating character is defined as repeating 3 or more times. For example, AAA is invalid. AaA is valid because the middle "a" is lowercase.

· Password length must be 8-16 characters.

· Special characters, uppercase, lowercase and numeric characters are allowed as part of the password. The following special characters are allowed ~ ! @ # $ % ^ & * ( ) _ + = ` < > ? / \ - ; : " ' [ ] { }

· Password must contain an instance of at least three of the following four types of characters:

   o An upper case character such as A

   o A lower case character such as a

   o A special character such as $

   o A number such as 9