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### **Welcome to Your New Plan Year with myCafeteriaPlan!**

As your Cafeteria Plan Administrator, we welcome you to your new plan year. Our services have been customized with you in mind. Providing you with the best experience is our number one goal.

With the start of the new plan year, you may want to confirm your election information is correct. Review your pay information through WINGS online to ensure your deduction amounts and benefit selections listed match your records.

If you have not already done so, we encourage you to visit our website at [www.myCafeteriaPlan.com](http://www.myCafeteriaPlan.com). Save this site in your Favorites for easy access to your account information.

Sign up for the **direct deposit** feature is available on-line. Simply log into your account and choose the Direct Deposit option from the menu on the left hand side. Once you have reached the sign up screen, enter the necessary information and click submit.

Once direct deposits are issued you will receive a notice regarding your particular reimbursement. Please allow 2-3 business days for your deposit to arrive in your bank account.

The direct deposit feature is available now and checks will be issued through the end of February. Beginning in March, direct deposit will be mandatory and reimbursements will only be issued via direct deposit.

Here's how to log in to your online account:

**USER ID:** Your Social Security Number (SSN). Enter it with no dashes or spaces.

**PASSWORD:** The last **four** digits of your SSN.

If you have already logged in and changed your User ID and Password, you will need to enter your current log in information.

This introduction page is a summary of your account. Menu options are on the left side of the page. Simply click into each option to view the information. You will want to:

1. Verify/update your personal information under the menu option: **Personal Info**.
2. Please enter your email address if it does not appear.
3. Next, select **Password Change** on the menu bar and enter your preferred login information.

This site is a valuable resource to access claim forms, your claim history, and the **Summary Plan Description** that answers questions you may have about your specific plan.

From our home page, you can select **Employee Homepage** to view frequently asked questions and examples of eligible expenses.

To ensure a fast turnaround time for your reimbursement, make sure your receipts or claim documentation includes the following information:

- **Person for Whom Service was Performed**
- **Date of Service**
- **Name and Address of Service Provider**
- **Description of Service**
- **Cost of Service**

You can **Submit Your Claim On-Line**. This feature allows you to quickly enter your information and either upload or fax your claim documentation in easy 1-2-3- steps. Should you have any questions or want assistance, please contact us and we'll be glad to help you in any way.

You can also submit claims through fax, email or postal mail.

<b>On-line Claims</b> Click on <b>Submit Claim</b> in your web account	<b>E-mail:</b> <a href="mailto:claims@myCafeteriaPlan.com">claims@myCafeteriaPlan.com</a> <b>Fax:</b> (937) 865-6502	<b>Mail:</b> 432 East Pearl Street Miamisburg, OH 45342
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Here are some additional links that may provide helpful tips on claim submission:

[http://www.mycafeteriaplan.com/claim\\_submission\\_tips.htm](http://www.mycafeteriaplan.com/claim_submission_tips.htm)

[http://www.mycafeteriaplan.com/sample\\_expenses.htm](http://www.mycafeteriaplan.com/sample_expenses.htm)

Thank you for using myCafeteriaPlan. Please feel free to contact our friendly, professional staff at (937) 865-6500 or toll free at (800) 865-6543 with any questions you may have. We look forward to serving your Cafeteria Plan needs.

Sincerely,

The Staff at myCafeteriaPlan