



Date

Participant Name
Wright State University
123 Street Drive
City, ST 12345

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 after your first pay in 2012 through WINGS Express to ensure your deduction amounts and benefit selections listed match your records.

Please note, due to the healthcare legislation, over-the-counter (OTC) medications purchased in 2012 will require a note of medical necessity (NMN) or a prescription from your doctor in order to be reimbursed from your flexible spending account.

If you have not already done so, we encourage you to visit our website at www.myCafeteriaPlan.com to enroll for direct deposit of your Flexible Spending Account reimbursements. **Direct deposit will be mandatory and reimbursements will only be issued via direct deposit.** Save this site in your Favorites for easy access to your account information.

Signing up for direct deposit is easy; simply log into your account and click on the profile tab and choose the bank account option from the drop down menu. Enter your nine digit bank routing number and your bank account number. If the direct deposit is being made to your checking account, you can find both your bank routing number and bank account number by looking at one of your blank checks. Carefully review the information you have entered and then click submit.

Once direct deposits are issued you will receive an email notice regarding your particular reimbursement. Reimbursements are made once claim totals reach \$25. Please allow 2-3 business days after you have received your email notification for your deposit to arrive in your bank account. Please ensure the funds have been deposited to your bank account before writing checks based on this deposit. If your bank account changes in the future make sure you log in to the myCafeteriaPlan website to update your direct deposit account information

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

www.myCafeteriaPlan.com

User ID: First Initial of your first name, Last Name, Last 4 digits of your Social Security Number (not case sensitive)

For example - **Tsmith1234**

Password: Last 4 digits of your Social Security Number

For example - **1234**

Once you've logged in to your account, you'll be asked to change your login information and answer a few short security questions to ensure the ongoing safety of your account. (You'll see a long list of questions, but you only need to answer 5)

If you're enrolled in the Dependent Daycare Account, you must also update any dependent information before claims can be entered. This information can be updated by going to the profile tab and clicking on dependents.

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** 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 submit claims online, through fax, email or postal mail or our new Mobile on-the-go App.

On-Line Claims Click on Submit Claim in your web account	Email: claims@mycafeteriaplan.com	Fax: (937) 865-6502	Mail: 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/employee/how-to-submit-a-claim/>

<http://www.mycafeteriaplan.com/employee/eligible-expenses/>

<http://www.mycafeteriaplan.com/mobile/>

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