

How to Use Your Flexible Spending Medical Reimbursement Account:

There are two (2) methods to retrieve your funds for qualified medical expenses.

- Use the charge card sent to you from Pro-Claim, our FlexSystem Administrator. This card is loaded with the full amount pledged for the year and all of these funds are available from the beginning of the year.
- Submit a completed claim form to Pro-Claim for reimbursement to your checking account or to receive a check in the mail.

To check your balance log on to www.smartflex.com

Your login ID is your Social Security Number.

Your password initially is the last 4 digits of your Social Security Number.

Please remember that you are responsible to keep your receipts verifying your qualified medical expenses in case of an audit.