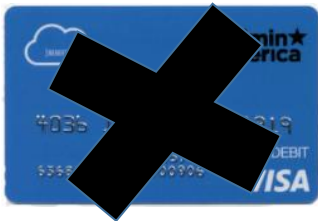


If you have a **red Benny Card**, please hold on to this card. You will receive a **blue Benefit Card** when your Benny card expires.



When should I SUBSTANTIATE a Claim on the Portal or App?

Whenever you use your Debit Card and Admin America has requested an itemized receipt for the expense

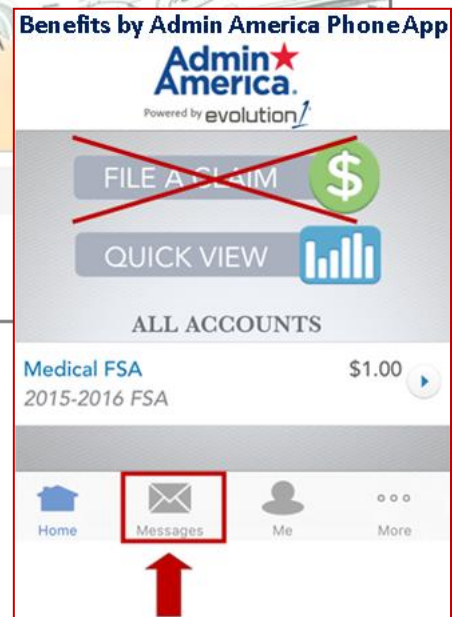


When should I FILE a Claim on the Portal or App?

Whenever the Debit Card is NOT used, and you are requesting reimbursement from your account for an eligible expense that has been incurred during the current FSA year

Where can I SUBSTANTIATE my Claim?

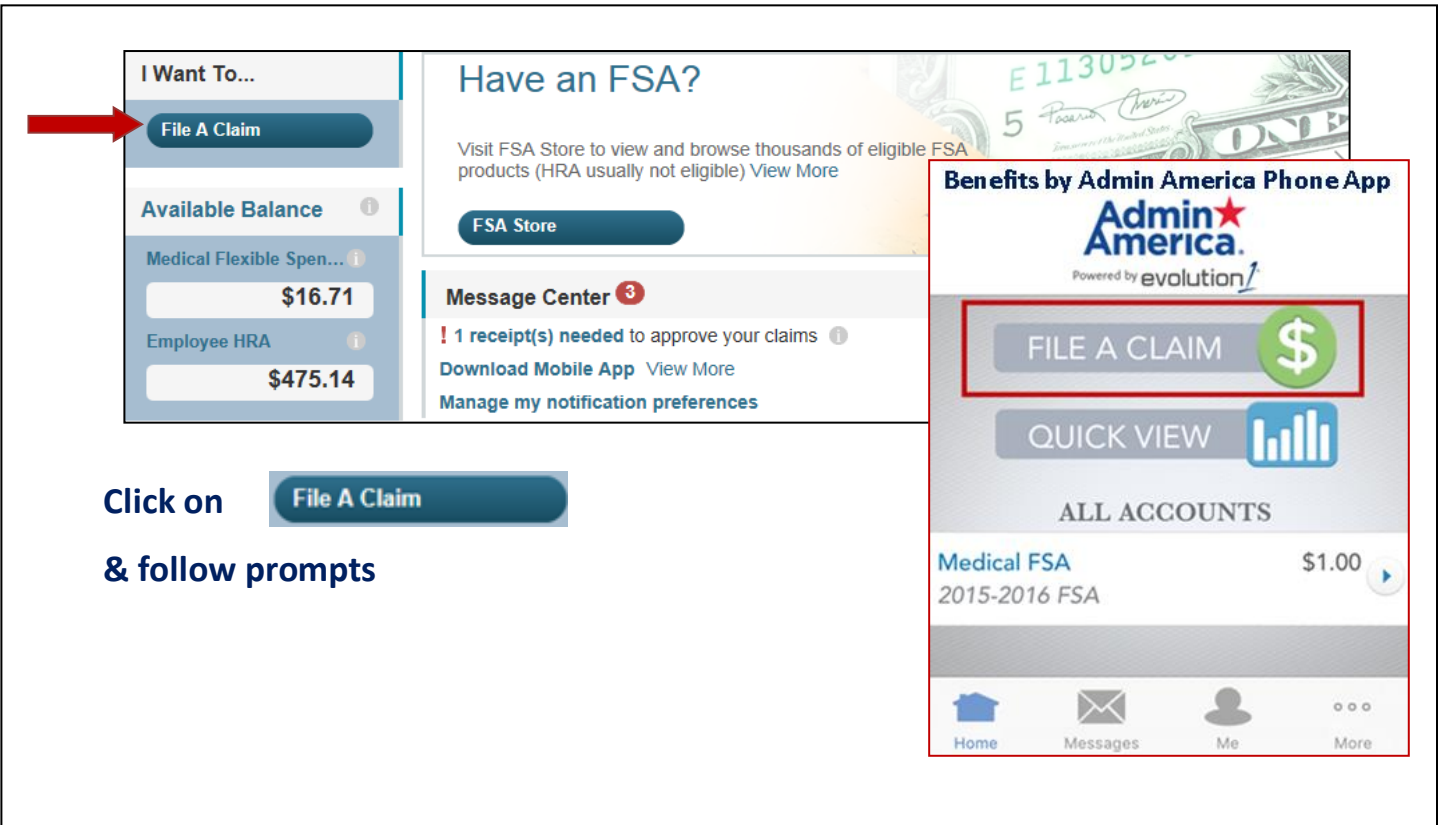
By using the **Message Center** available on your Portal OR App



Click on **receipt(s) needed**
& Upload Receipt

Where can I FILE my Claim?

By using the  available on your Portal OR App



The image shows two screenshots. The left screenshot is a desktop portal view with a sidebar menu under 'I Want To...' where a red arrow points to the 'File A Claim' button. Other menu items include 'Available Balance', 'Medical Flexible Spen...', and 'Employee HRA'. The main content area has a 'Have an FSA?' section with an 'FSA Store' button and a 'Message Center' with 3 notifications. The right screenshot is a mobile app view titled 'Benefits by Admin America Phone App'. It features a 'FILE A CLAIM' button with a dollar sign icon, a 'QUICK VIEW' button with a bar chart icon, and a list of accounts including 'Medical FSA' with a balance of '\$1.00'. A bottom navigation bar includes 'Home', 'Messages', 'Me', and 'More'.

Click on 
& follow prompts

The 3 MUSTS: A Good Receipt must include ALL of the following:

1. Date of Service (may not be the same as Date of Purchase)
2. Description of actual Service done or Products Purchased
3. Amount Charged

NEED PORTAL OR APP VIDEO TUTORIALS? [CLICK HERE](#)

STILL NEED HELP?

EMAIL: CustomerService@AdminAmerica.com or CALL: 770-992-5959