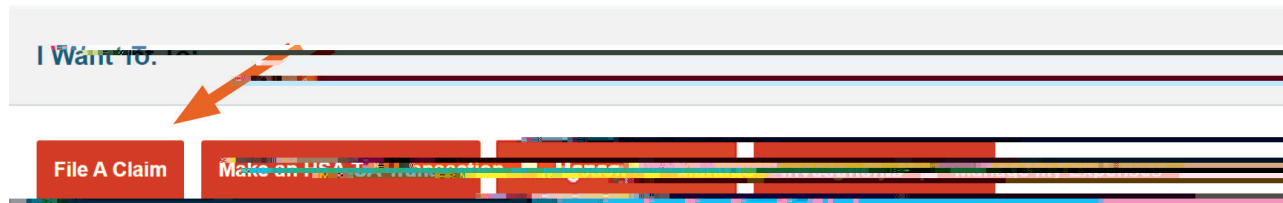


# Expense reimbursement for Flexible Spending Accounts in a few simple steps

When it's time to request reimbursement for out-of-pocket expenses related to your Flexible Spending Account, Limited Purpose Flexible Spending Account or Dependent Care Flexible Spending Account, the steps below will guide the process.

1. On the portal Home Page, select the "File a Claim" button within the "I Want To..." section.



2. Select the account: Flexible Spending Account, Limited Purpose Flexible Spending Account or Dependent Care Flexible Spending Account
3. Select Payee
4. Upload Receipt
5. Enter Claims Information
6. Submit Expense

If submitting more than one claim, click Add Another, from the Transaction Summary page before submitting the claim



## Questions?

Contact the Voya Financial Consumer Services Team at (833) 232-4673.

Health Account Solution, including Health Savings Account, Flexible Spending Account, Commercial Benefit, Health Reimbursement Arrangement, and COBRA Administration offered by Voya Benefit Company, LLC (in New York, doing business as Voya BC, LLC). HSA custodial services provided by an approved HSA custodian as indicated in the applicable custodial agreement. For all other products, administrative services provided in part by WEX Health, Inc.

This highlights some of the benefits of the account. If there is a discrepancy between this material and the plan documents, the plan documents will govern. Subject to an applicable agreement, Voya and WEX Health, Inc. reserve the right to amend or modify the services at any time.

The amount available will vary depending on the amount of a contribution to the account, annual earnings, whether or not Social Security taxes are paid, the number of employees and deductions claimed, a bracket and state and local tax regulations. Check the actual plan documents for information on the other or participation in a plan. None of the information provided should be considered a legal advice.

Investments are not FDIC insured, are not guaranteed by Voya Benefit Company, LLC (in New York, doing business as Voya BC, LLC), and may lose value. All investments in order to risk of fluctuating price and the uncertainty of return and yield inherent in investing. All electronic transactions in order to be authorized by the bank.

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