

Get Your FSA Details Online

Log in to *My Plan* to access your Flexible Spending Account (FSA) account details in one secure location.

- Here's how:**
- 1 Go to **hpiTPA.com** or visit the website listed on the back of your member ID card (it will be at the top)
 - 2 Log into *My Plan*
 - 3 Click **View My FSA** under My Flexible Spending Account

Your FSA account details:

View your account summary

Displays your annual election amount, your year-to-date contributions, year-to-date payments and your current available balance.

Track contributions

Tracks contribution dates and amounts.

Review Payments

Displays the claim payments made from your account including details on the payment date and method. You can view additional details for each claim in the Payment Details box by selecting the claim line in the grid.

View Claims

Displays claims paid from the account. It also displays the date of service and if any balance is remaining on the claim.

Export Contributions, Payments and Claims

Download details on your yearly contributions, payments and claims.

Display the account details for the selected Plan Year:

2020

Plan Year 2020: July 1, 2020 - June 30, 2021

Group Number: 006AV2

Transactions may take up to three (3) business days to appear in your online account.

Account(s) Summary					Contributions	Payments	Claims
Plan Type	Election Amt	YTD Contribution	Paid Amt	Available Balance			
FSA Medical	\$750.00	\$317.35	\$333.35	\$416.65			

Log out >

Display the account details for the selected Plan Year:

2020

Plan Year 2020: July 1, 2020 - June 30, 2021

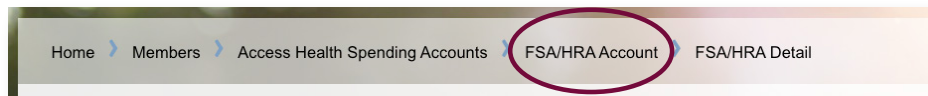
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Claims					Contributions	Payments	Claims
Plan Type	Provider	Service Date	Claim Amt	Reimb Amt	Claim Balance		
FSA Medical	SHAW'S OSCO 0629	07/05/20-07/05/20	\$26.12	\$26.12	\$0.00		
FSA Medical	SHAW'S OSCO 0629	07/31/20-07/31/20	\$26.49	\$26.49	\$0.00		
FSA Medical	SHAW'S OSCO 0629	08/08/20-08/08/20	\$16.02	\$16.02	\$0.00		
FSA Medical	SHAW'S OSCO 0629	08/25/20-08/25/20	\$40.72	\$40.72	\$0.00		
FSA Medical	SHAW'S OSCO 0629	08/31/20-08/31/20	\$11.12	\$11.12	\$0.00		
FSA Medical	SHAW'S OSCO 0629	09/03/20-09/03/20	\$30.00	\$30.00	\$0.00		
FSA Medical	SHAW'S OSCO 0629	09/21/20-09/21/20	\$70.00	\$70.00	\$0.00		
FSA Medical	SHAW'S OSCO 0629	10/05/20-10/05/20	\$30.70	\$30.70	\$0.00		
FSA Medical	SHAW'S OSCO 0629	10/28/20-10/28/20	\$33.34	\$33.34	\$0.00		
FSA Medical	SHAW'S OSCO 0629	11/12/20-11/12/20	\$48.84	\$48.84	\$0.00		

Submit claims for reimbursement:

1 Go back to the FSA/HRA Account Page



2 Click **Enter FSA claims**

3 Enter the following details, then review, confirm, and submit

Enter plan and account details

Enter information about your request:

- Date of service
- Total amount
- Provider name
- Description of service

Upload supporting documents. Valid file formats include .jpg, .tif, or .pdf.

Enter any special instructions or notes about the request.

Click to review, confirm and submit.

The screenshot shows the 'FSA/HRA Enter Claim' form. At the top, the navigation path is 'Home > Members > Access Health Spending Accounts > FSA/HRA Account > FSA/HRA Enter Claim'. The form is titled 'Claim Detail' and includes a section for '* Required Fields'. The 'Plan Year*' dropdown is set to '2020'. The 'Account Type*' dropdown is set to 'FSA Medical'. There are input fields for 'Patient First Name*' and 'Patient Last Name*'. The 'Date of Service' section includes 'From: (MM/DD/YYYY)*' and 'Through: (MM/DD/YYYY)*' dropdowns, an 'Amount*' input field, and a 'Provider*' dropdown. The 'Description*' dropdown is set to 'Acupuncture Services'. To the right of the description, there is a text area for uploading supporting documentation, a 'Choose File' button, and a note: 'Please upload your supporting documentation here. If you are unable to do so at this time, please know that your request will be pending until we receive supporting documentation. Valid file formats: jpeg, tif, pdf. File size should not exceed 2MB.' Below this is a 'Special Instructions:' text area. At the bottom, there are three buttons: 'Review and Confirm' (circled in red), 'Save Current Claim & Add New Claim(s)', and 'Cancel Claim'. At the very bottom, there is a section for 'For Health Plans' Internal Use:' with a 'Form #' input field and a 'Log out' button.



Have questions? Call the HPI FSA/HRA team at 877-734-7004 or visit hpiTPA.com and click Contact.

