

Welcome to Mobile Summit

Benefits at Your Fingertips

Access your employee benefits account information on your mobile device with the Mobile Summit app for Apple and Android. This App is linked to Flexplan's participant portal named Summit.

What You Can Do with Mobile Summit

- ✓ **View Accounts** – Access detailed balance and account information, including alerts.
- ✓ **Card Activity** – Review transaction information, including whether receipts are needed.
- ✓ **Enter a Claim** – Easily file a claim using your smartphone or mobile device. Just open a claim using the app, fill in some details onscreen, take a photo of the receipt with your smartphone camera, and upload. Claims are processed via direct deposit - banking details can be updated in Profile section or online in the Participant Portal.



Locating & Loading the Mobile Summit App

Search for “**Mobile Summit**” on the App Store for Apple products or in the Google Play Store for Android products, and load as you would any other app.



Logging in

Mobile Summit uses the same login credentials as Flexplan's online participant portal. Once you have registered your account, log in to Mobile Summit using the same username, password, and *TPA code (10165). After logging in to the Mobile app, you will be on the home page which lists your navigation options.

Login credentials include username, password, and the TPA Code provided by your plan administrator. Email Flexplan if you need the registration welcome email resent. The first time signing in to the App will require **FlexPlan's TPA Code - 10165.*

Getting Help

Email flexsupport@flexplanadmin.com, call 918-524-6350 or visit the Resources page at www.flexplanadmin.com.



summit Mobile Quick Start Guide

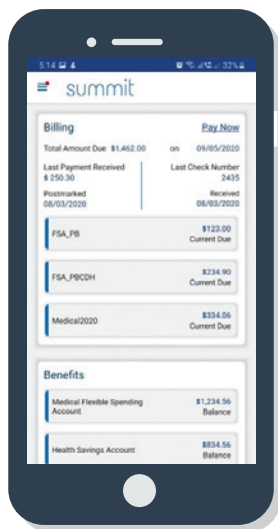
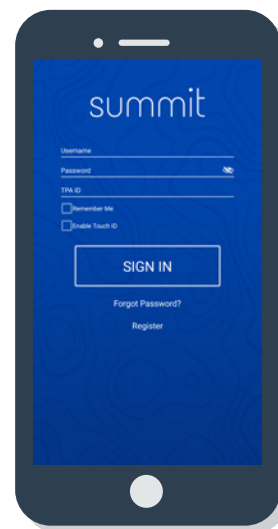
Logging In

Open the Mobile Summit app. Use the same username and password to log in that you use to log in to the full Summit portal online. TPA Code is 10165.

What You Can Do with Mobile Summit

Once you log in, the Home page displays on the screen.

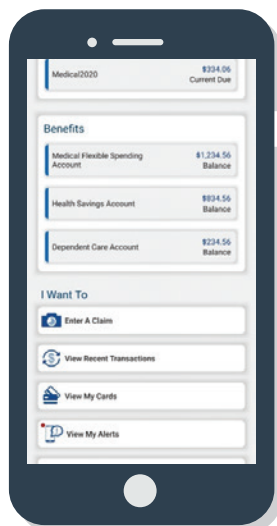
Please note: Your homepage may look different than the one seen here, depending on what benefits you have available.



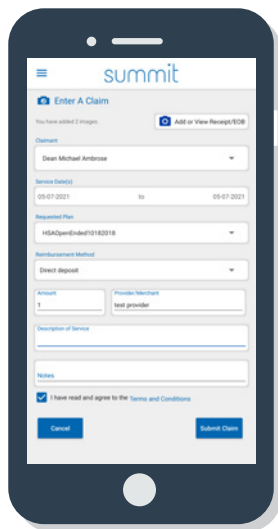
Homepage

Billing section will display for participants who have at least one Premium Billing coverage (COBRA, direct or retiree billing). View details about your account or click Pay Now to pay a premium that is due.

Benefits section displays all active and prior year benefits and their balance for participants with CDH benefits (FSA, DCAP, HRA, HSA, Transit). Navigate to the Account Detail page by clicking on a particular benefit.

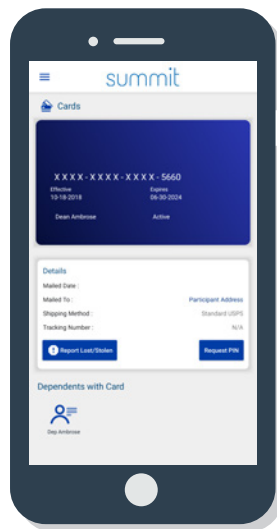


I Want To section at the bottom of the homepage allows you to quickly access available features of the app. You can easily navigate to enter a claim, request a withdrawal or reimbursement, view recent transactions, view alerts, and update your profile. Premium Billing only participants will see the menu items that pertain to billing activities.



Enter a Claim

Mobile Summit provides a quick, convenient, and secure way to file claims using your smartphone's camera. Enter claim information including Claimant, Service Dates, Amount, Provider/Merchant, and Reimbursement Method, then upload a photo of the receipt or EOB, and submit for processing. ALL CLAIMS are handled via DIRECT DEPOSIT. Bank details can be updated in Profile section of App & Portal.



Cards

View card details shows the name on the card issued to you, the card number, expiration date, and current status. You may also view dependents who hold cards. If your card is lost or stolen, you may report it through this screen. You can also email flexsupport@flexplanadmin.com to request a new card or one for a spouse (name required).



Transactions – Access a list of transactions across all accounts, sorted by date. Select a transaction to view details.



Profile – Access your profile to view and edit information related to your account - bank details too.



Alerts – View all alerts for your accounts and cards.

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ADMINISTRATORS, INC

918-524-6350 / TPA CODE for APP is 10165

flexsupport@flexplanadmin.com / www.flexplanadmin.com