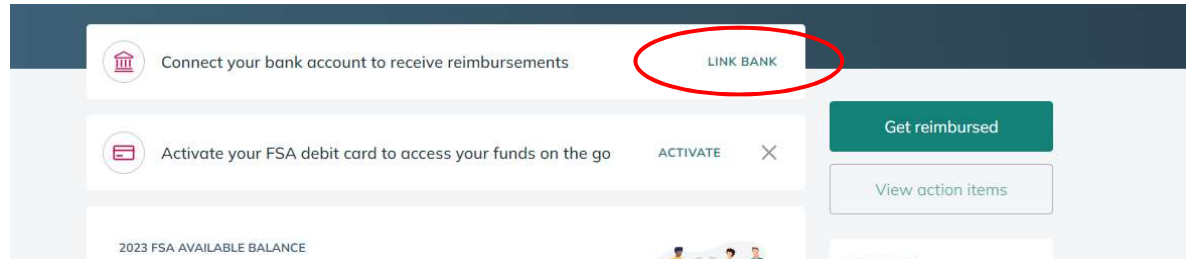


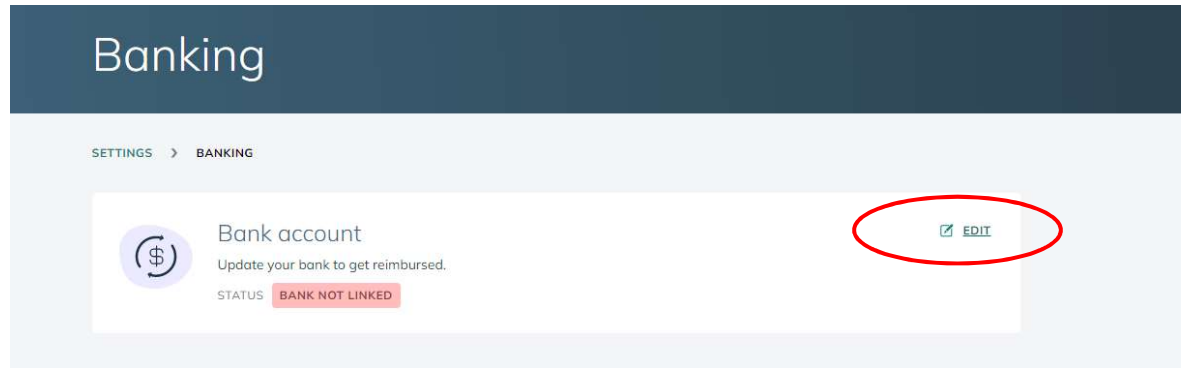
# FULL PURPOSE HEALTHCARE FSA – SUBMITTING EXPENSES FOR REIMBURSEMENT

To submit an [eligible FSA expense](#) for reimbursement, please follow the instructions below:

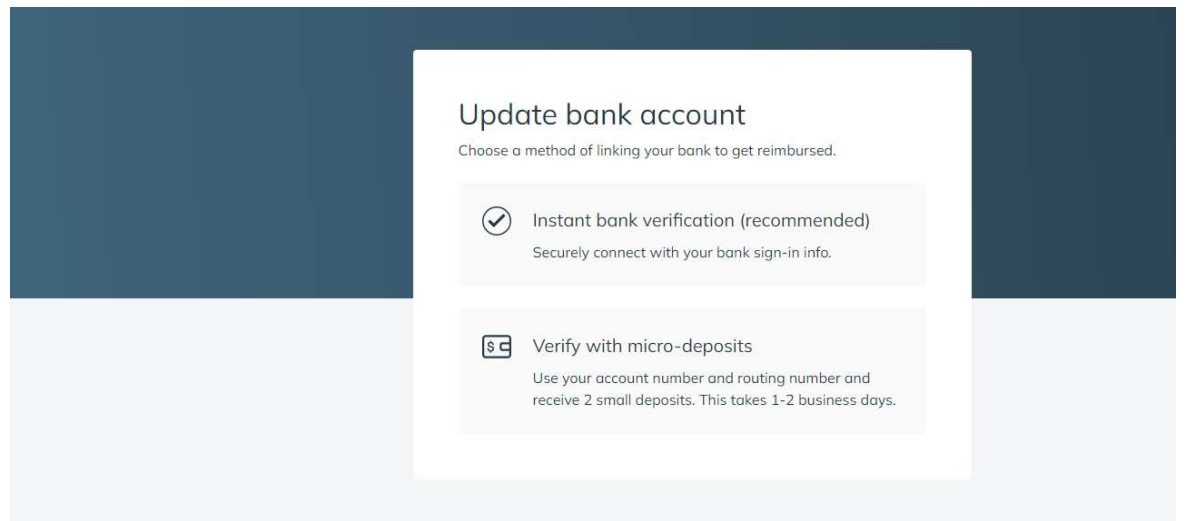
1. Log into your FSA account via [Flexible Spending Account \(FSA\) Plan | Lively \(livelyme.com\)](#).
2. Upon logging into your account, be sure your bank account is connected to your FSA account.
  - To connect your bank account, at the top of the screen, click “LINK BANK”.



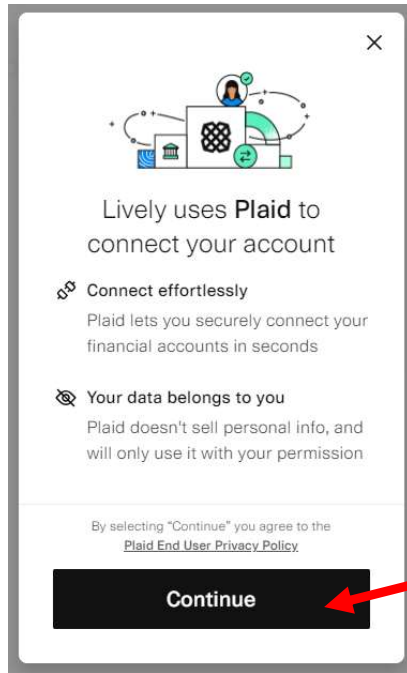
- On the next screen, click “EDIT”.



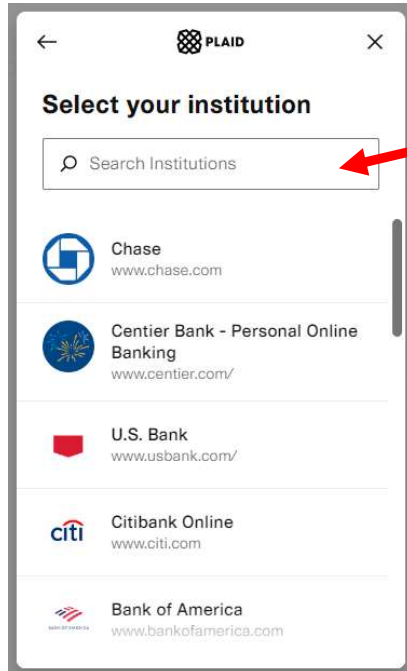
- On the next screen, select your preferred method of linking your bank.



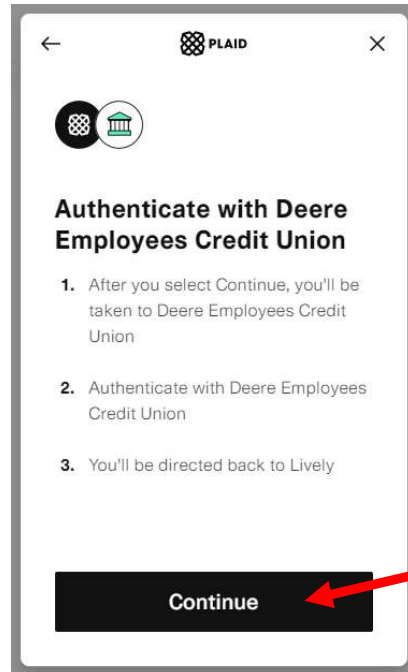
- For instant bank verification, select that option and upon receiving a prompt indicating “Lively uses Plaid to connect your account”, click “Continue”.



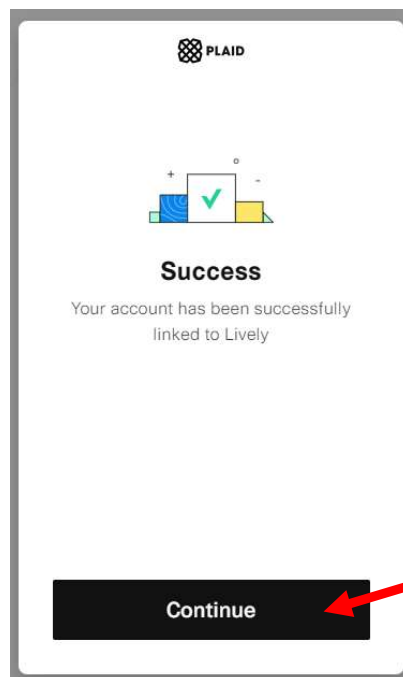
- Select from the list of major banks below or click in the search field and enter the name of your banking institution. Upon entering the name of the banking institution, the option will appear for you to select.



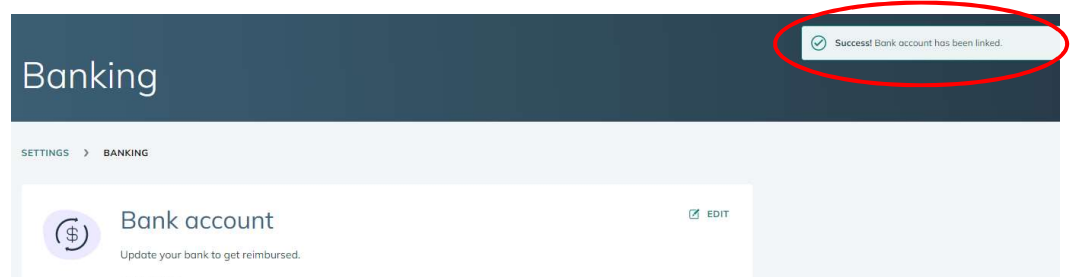
- Upon selecting your banking institution, you will receive a prompt to authenticate the connection with your banking institution, click “CONTINUE” authenticate the connection. In this example, Deere Employees Credit Union is used.



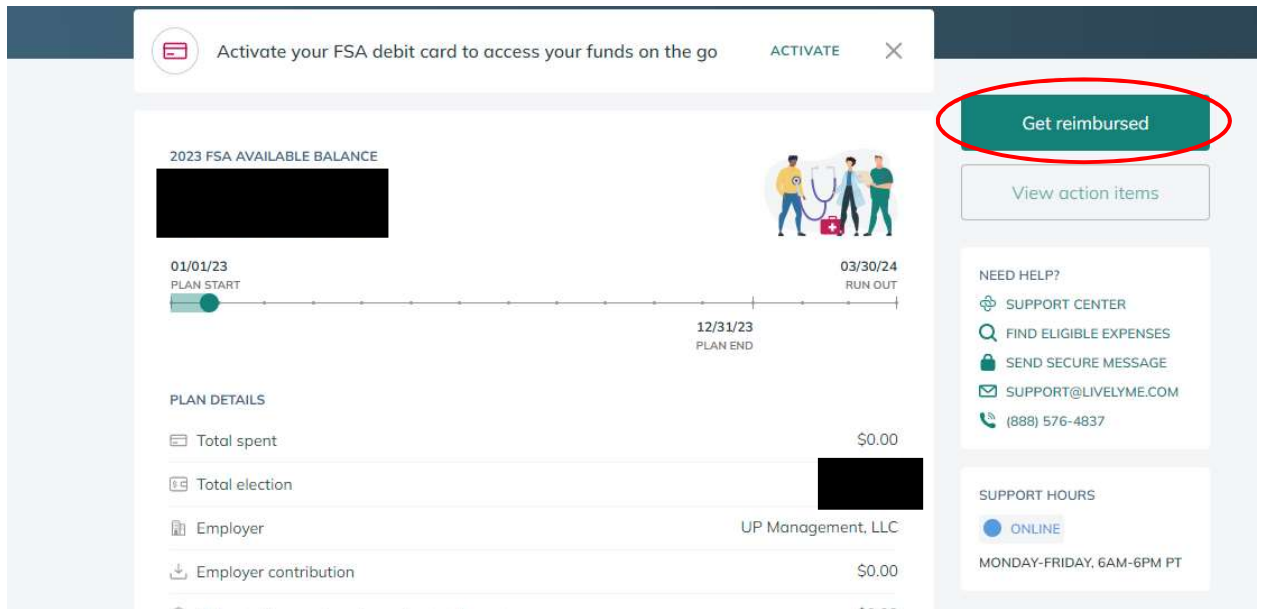
- After clicking “CONTINUE”, another prompt will appear requesting you to sign into your online bank account in the pop-up window. After signing into your online bank account, follow the bank instructions to finishing linking your bank account to your FSA. After you complete the bank instructions, the same prompt with Lively will appear, select “CONTINUE” again. Once your bank account and FSA are linked, you will receive a prompt displaying success, click “CONTINUE”.



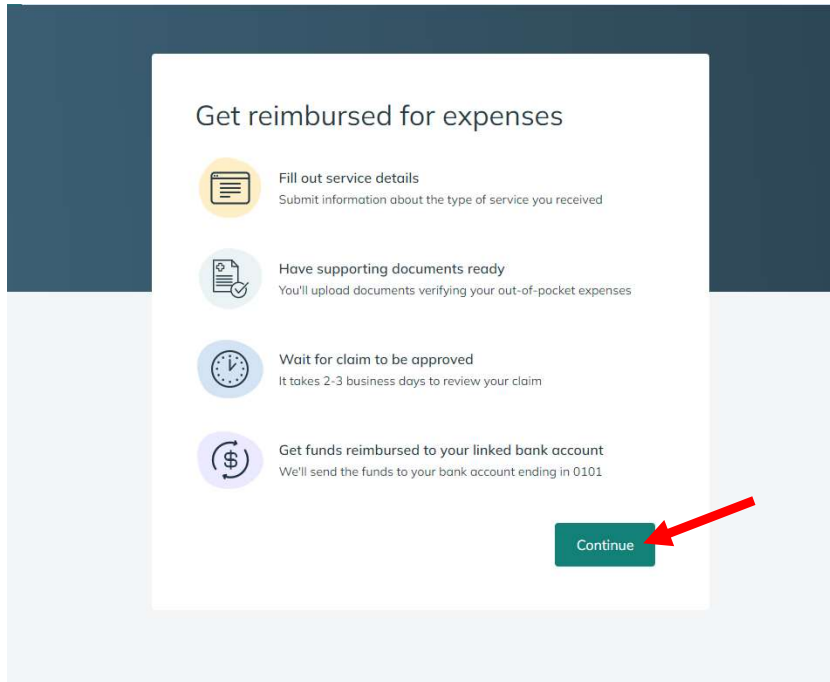
- After clicking “CONTINUE”, the screen will display your bank account linked to your FSA.



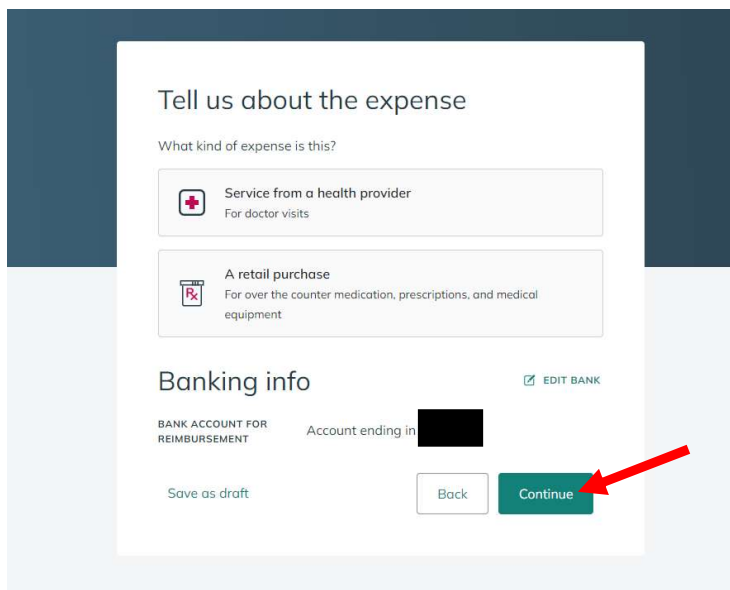
3. If your bank account is linked to your FSA, proceed by clicking “Get reimbursed” on the Dashboard.



4. On the next screen, click “CONTINUE”.




5. After clicking “CONTINUE”, select the type of expense – service from a health care provider (i.e., copay at physician’s office) or retail purchase (i.e., prescription from Walgreens).




6. For either type of expense, further explanation is required. For this example, a retail purchase from Walgreens is used. The expense category is “Pharmacy / Medical Product”, the expense details are “Ace ankle brace” and merchant name is “Walgreens”, the transaction date is “01/06/2023”, the amount to reimburse is “\$15.23”. Your FSA balance will appear below the ‘amount to reimburse’.

### Tell us about the expense

What kind of expense is this?

 Service from a health provider  
For doctor visits

 A retail purchase  
For over the counter medication, prescriptions, and medical equipment

Expense category

Pharmacy / Medical Product

Ace ankle brace

Ex. Physical exam, prescription glasses, etc.

Merchant's name

Walgreens

Transaction date

01 / 01 / 2023

Amount to reimburse

\$ 15.23

2023 GPFSa balance: ██████████

7. On the next screen, upload supporting document(s), which includes the patient name, provider or merchant name, date of service, type of service / product, and expense amount. In the example above, an image of the store receipt should suffice so long as the file type is jpg, png or pdf.


## Upload supporting documents

Please ensure that your **itemized receipts** or **explanation of benefits** are readable and include the following criteria:

1. Patient or dependent name
2. Provider or merchant name
3. Date of service
4. Type of service or product
5. Expense amount

**\*Transactional / credit card receipts are not acceptable.**

[Read about FSA documentation](#)



Up to 10 JPG, PNG, or PDF files

Drag and drop your document here or

Additional notes (optional)

Save as draft