



IN THE BUSINESS OF YOUR SUCCESS®



Consumer Health & Spending Accounts

There's a New Web Address Coming for Your Spending Accounts!

myspendingaccount.adp.com

(If you have difficulty navigating from this link, please copy and paste the URL directly into your web browser address bar.) **Whether you are a new participant or a previous account holder, you will need to register on the new site to create your login for online access to your spending account(s). The process is quick and easy ... just go to the new site and click on the link "New Users – Register Here".**

- **New Website Features:**
 - User-friendly appearance and easy navigation.
 - Account summary and account balance at your fingertips! You will easily see how much you elected, how much has been paid, what's pending and how much is available.
 - Online claims processing.
 - Claim status alerts and notifications with important information about your account.
 - Detailed, easy-to-understand information about every claim and every reimbursement.
 - The ability to quickly search for all current and past claims, payments and contributions.
 - Access to all communications and forms.
- **Improved Email Notifications:** Verify your email address online and update it, as needed, to receive notice each time activity occurs on your account, including your quarterly account statement notification.
- **Enhanced Account Statement:** Your quarterly account statement highlights important account information and plan details.

Remember, these new features and the new website will not be available to you until your transition date.

Important Information and Action Items

- **Blackout Period:** In order to make these changes, it is necessary for us to impose a short blackout period (approximately a week prior to the transition) during which all of your account activity will be suspended. If your employer currently offers the debit card for your company's spending accounts plan, your current card will not work during or after the blackout period. Once ADP has validated your data in the new system, your new debit card will be generated and mailed so that it is received 7 – 10 days after the end of the blackout period. For security purposes, ADP does not maintain dependent information so you will need to contact the ADP Participant Solution Center to request additional health spending account debit cards for your qualified dependents. Please note that cards cannot be issued to anyone under 18 years of age.
- **Direct Deposit:** If you currently use direct deposit for any of your spending account reimbursements, your information will transfer to the new website. If you have changes to your direct deposit information, you'll need to make the updates on the new website.
- **Reimbursement Checks:** If you receive paper reimbursement checks for any of your spending account expenses, you'll receive a different style of check after your upgrade.
- **Web Access:** Once your upgrade is complete, you'll have access to your account information through myspendingaccount.adp.com. After your transition to the new system, you'll no longer use your FlexID or Employer ID when logging into the ADP Spending Account website.
- **Customer Assistance:** If you need additional assistance, contact the ADP Participant Solution Center at 1-866-871-0773. A representative can assist you with any questions about online account registration, website navigation, account balance(s), transaction history and more. Representatives are available Monday – Friday, 8:00 a.m. – 8:00 p.m., Eastern Time, excluding holidays. We look forward to assisting you!