



BASIC offers three options to access benefit account funds.

1 Remember your BASIC Card!

Your BASIC Card is the preferred and most convenient method to access available benefit account funds for all eligible expenses. You can automatically pay for and verify most eligible expenses at the point of purchase, eliminating the need to request a reimbursement and wait for payment.

2 Paid out of pocket?

If you paid out of pocket for an eligible expense without using your BASIC Card, you can request a reimbursement from your benefit account to pay yourself back.

1. From the **Overview** (*Web*) or **Menu** (*Mobile*) click or tap REQUEST A REIMBURSEMENT.
2. Select who incurred the expense, enter the expense date, and select the expense type.
3. Enter the expense amount (your cost) and the provider or merchant info.
4. Take a photo of your receipts or other documentation (*Mobile*), upload from your computer (*Web*) or attach from **Bills and Receipts** (*Web or Mobile*) and enter a description of the expense.
5. Click or tap NEXT to review your request, then SUBMIT.

3 Have a bill to pay?

If you have an unpaid bill from a service provider for an eligible expense, BASIC can pay the provider directly by issuing them a check from your benefit account.

1. From the **Overview**, click PAY A PROVIDER (*Web*) or open the **Menu** and tap PAY THE PROVIDER and select USE PICTURE TO PAY (*Mobile*).
2. Enter the expense details and provider info, then attach an image of the bill from **Bills and Receipts** or upload from your computer (*Web*) or take a photo of the bill and enter the amount you want paid (*Mobile*).
3. Click or tap NEXT to review your request, then SUBMIT.



Join the MyCash Movement!

When you request a reimbursement, reimbursements are deposited into your MyCash account. MyCash is an individual cash account that securely holds your reimbursement funds until you spend or move them. You can access MyCash funds three ways:

1. Swipe your BASIC Card at a merchant that accepts Mastercard.
2. Withdraw funds at an ATM (with a PIN) using your BASIC Card.
3. Transfer funds to a personal bank account via the BASIC benefits app or online.