

Online Forms Completion & Submission Participant Quick Reference Guide

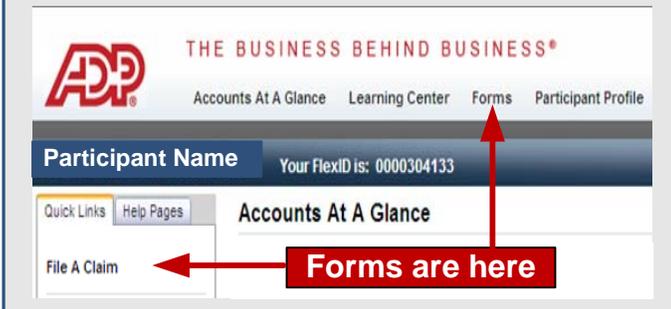
What is Online Forms Completion & Submission?

Online Forms Completion & Submission is the fastest, easiest and most secure way to complete and submit all of your plan-related forms. The Online Forms Completion & Submission tool:

- Eliminates the need to complete forms by hand
- Automatically enters all your personal data (name, address, employer and FlexID)
- Provides unlimited data entry
- Reduces the risk of claims denials by providing eligibility warnings during data entry
- Allows you to submit your completed claim package (forms and receipts) with a single click

Where are the Online Forms?

To use the Online Forms, login to your account on the Spending Account website and select the Forms or File A Claim quick link.



How do I enter Online Forms data?

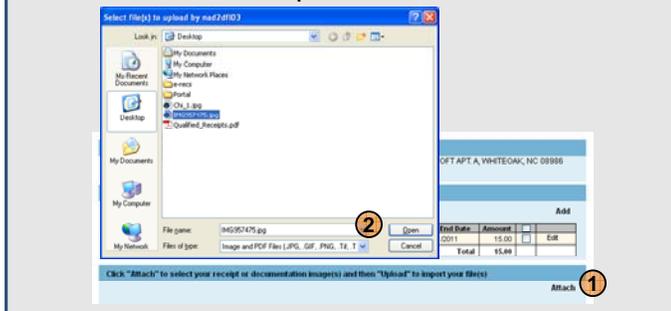
Each form type has a simple fill-in format with step-by-step instructions. You just:

1. Fill in the required information fields.
2. Click Save.

How do I attach receipts to Claims?

Once you have entered all the data for your form:

1. Select "Attach" under the receipt section
2. Select the image file you want to attach and choose "Open"



How do I submit my Online Forms?

Now that you have completed your form:

1. Verify the data you entered for accuracy.
2. Verify receipt upload (if applicable)
3. Select "Download" to save your copy
4. Select "Submit" to submit your form to ADP

What types of forms are available for Online Forms Completion & Submission?

Online forms are available for all of the forms related to the Spending Account plans in which you are enrolled. If you currently have access to a paper-based form, you can find this same form, ready for online completion and submission, through the Forms page on the ADP Spending Account website.