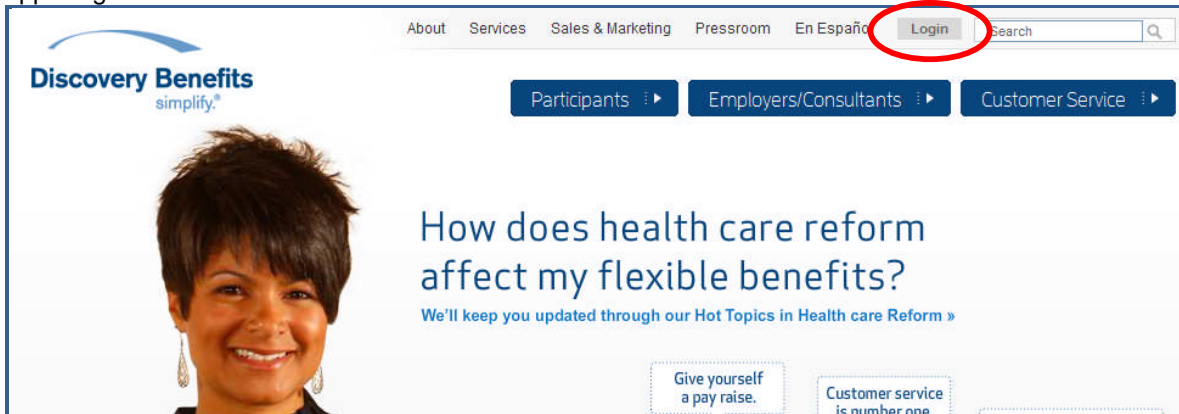


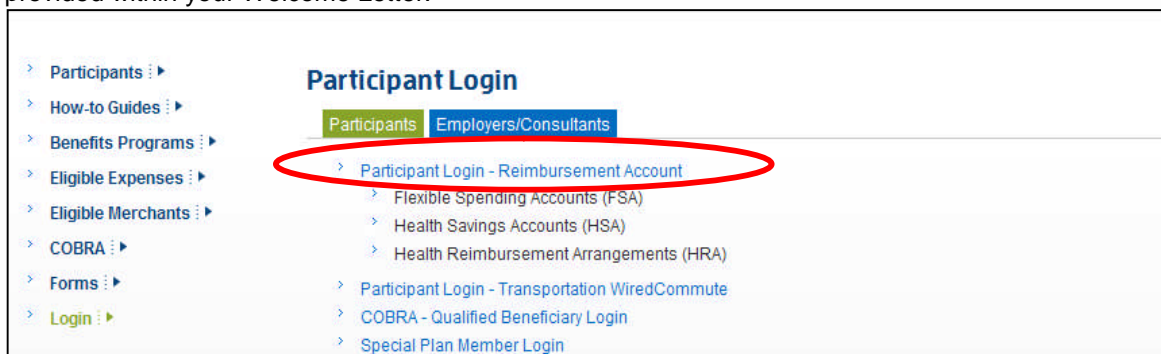
Consumer Portal Guide

Welcome to Discovery Benefits!

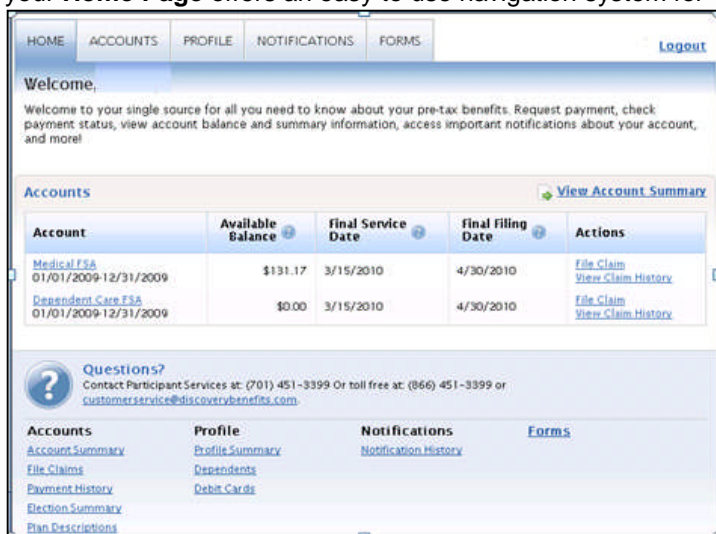
To access your Consumer Portal, log on to our website at www.discoverybenefits.com. Click the blue Log In button in the upper right-hand corner of the screen.



Click on the [Participant Login – Reimbursement Account](#). Complete the steps to create your username and password provided within your Welcome Letter.



Once you have successfully logged in to your Consumer Portal, your Home Page will appear on your screen. Each tab from your **Home Page** offers an easy to use navigation system for viewing information on your personal account.



The **Accounts Tab** offers the ability to view your account summary details, file an online claim (if applicable to the plan design), review payment history information, election and plan description details as well.

The screenshot shows the 'Accounts' tab selected in a navigation menu. Below the menu, there is a 'View Account Summary' button and a table with the following data:

Account	Available Balance	Final Service Date	Final Filing Date	Actions
Medical FSA 01/01/2009-12/31/2009	\$131.17	3/15/2010	4/30/2010	File Claim View Claim History
Dependent Care FSA 01/01/2009-12/31/2009	\$0.00	3/15/2010	4/30/2010	File Claim View Claim History

Below is an example of the information you will complete when filing an online claim through the **Accounts Tab**. Once you have completed the information, select **Submit** and print the Confirmation Page to return with your documentation to Discovery Benefits. Note: you can also upload your receipt via the Consumer Portal for faster processing and reimbursement.

The screenshot shows a form for filing an online claim with the following fields and options:

- Do you have a valid receipt for this product/service? Yes No [What is a valid receipt?](#)
- Date of Service: (mm/dd/yyyy)
- Category: [Eligible Expenses](#)
- Type of Product/Service:
- Product/Service Description:
- Product/Service Provider:
- Person receiving Product/Service: [Adjustment](#)
- Claim Amount: \$
- Did you drive to receive this product/service? Yes No [Claiming Mileage](#)
You may claim mileage expense for reimbursement.
- Number of Miles:
- Mileage Reimbursement:
- Total Claim Amount:
-
-

The **Profile Tab** will assist you with reviewing your personal demographic information, along with offering the functionality to order debit cards directly through your Consumer Portal.

HOME	ACCOUNTS	PROFILE	NOTIFICATIONS	FORMS	Logout
Profile		Profile Summary Dependents Debit Cards	Update Profile		
Name:		Address:			
Employee Number:		Country:			
Employer Employee ID:		Home Phone:			
Gender:		Email Address:			
Marital Status:					
Eligible Dependents		Add Dependent			
No dependents					
Bank Accounts					
Account Usage	Account Nickname	Bank	Account Type	Account Number	

The **Notifications Tab** will store the reminders you have received throughout the plan administration such as account statements, receipt reminders and advice of deposits.

Notification History

Search

Notification: Create Date Within:

Notification	Create Date	For Date(s)	Plan Year
Account Statement	10/2/2009	7/1/2009-9/30/2009	01/01/2009-12/31/2009

The **Forms Tab** will provide you with any forms that may be applicable to your plan.

Forms

- [Additional Card Request Form](#)
- [Auto Dependent Care Form](#)
- [Automatic Orthodontia Request Form](#)
- [Beginner's Guide to Filing Claims](#)
- [Beginner's Guide to the Benefits Debit Card](#)
- [Debit Card Substantiation Form](#)
- [Direct Deposit Form](#)
- [Email Notification Enrollment Form](#)
- [Flex Enrollment Form](#)
- [Medical Necessity Form](#)
- [Reimbursement Request Form](#)
- [Terms & Conditions](#)