FLEXIBLE SPENDING ACCOUNT

FSA Quick Start Guide

REGISTER AND LOG IN

- Log in at **highmarkblueshield.com**.
- First-time users will need to **Register** for a login ID and password.

ACCOUNT SETTINGS

- Use the **Your Account** link (upper right, home page).
- Select **Account Settings** from the drop-down menu.
- Fill out your contact information and preferences to get notices about statements and payments from your account.

CLAIMS TAB

- View your claim details, Explanation of Benefits (EOB) or Plan Activity Statement.
- Pay claims with your FSA by paying yourself or a provider (if allowed by your plan).
- Check your plan's progress toward reaching your deductible.

SPENDING TAB

- View your FSA balance.
- Track deposits and payments.
- Submit a new claim.
- Order more debit cards (if your FSA comes with a debit card).

These links on the **Spending** tab will help you use your FSA.

Submit New Claim
Submit expenses to be paid back by your FSA.

Spending Account Settings
Sign up for direct deposit.

Educational Material
View guides and videos that explain how to use your FSA.

Covered Expenses
Learn which expenses can be paid through your FSA.

Transaction History
Track your contributions and payments.

Forms Library
Get reimbursement forms.

Debit Card
Track the activity on your card and report lost cards or order extra cards (if your FSA comes with a debit card).

Cost-Savings Tools
Compare prices on health care and prescriptions, using the Care Cost Estimator and other tools.

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