

Smart, Simple, Secure and **Mobile.**

Employee
Benefits
Corporation

My Mobile Account Assistant Quickstart Guide



Using My Mobile Account Assistant for the First Time

Log-In Screen

1. Log-in by entering your existing Employee Benefits Corporation website User ID and Password.

Remember Me - Check the box to have your log-in information saved for next time.

2. **Don't have a web account?** Click to create an EBC account with a log-in and a password.

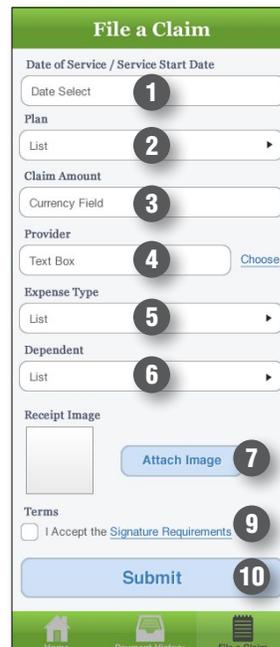
Forgot User ID/Password? Click to have your User ID emailed to you or your account reset.



Current Account Balances Screen

View your account balance information for the BESTflexSM Plan and the EBC HRASM.

- A. Account or Plan Design Name
- B. Current Plan Year
- C. Account Balance (BESTflex Plan)
- D. Benefit Remaining (EBC HRA)
- E. View Your Payment History
- F. File a Claim



File a Claim Screen

Enter the following information on the form, attach a receipt image, and click "Submit" to file a claim instantly.

1. Enter the Date of Service/Service Start Date
2. Choose a Plan Type
3. Enter your Claim Amount (\$0.00)
4. Choose or type in your Provider
5. Choose an Expense Type (for FSA only)
6. Assign a Dependent (if an HRA expense)

Attach a receipt and submit:

7. Click on "Attach Image"
8. Choose "From Photo Library" on your device, or "Take a New Photo" (only one file can be attached per submission)
9. Check the box acknowledging your agreement to the Terms (to view the terms click "Signature Requirements")
10. Submit - An email will be sent to your address on file confirming the claim was submitted and received. You will receive a second email once the claim is processed or if there are any issues.

Check your current account balances.
File a claim.
View payment history.