

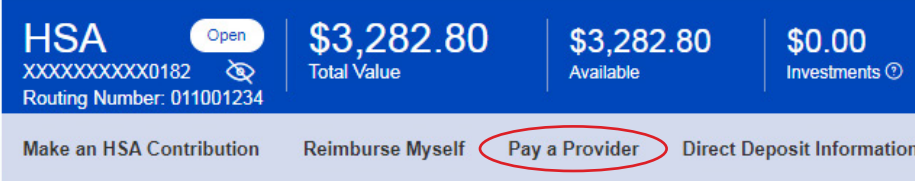
How to pay a provider using the BenefitWallet® member portal

You can quickly and easily pay a health care provider with the BenefitWallet member portal, either with a paper check or electronic transfer. For an electronic transfer, you will need to know the account and routing numbers for your provider.

Step 1

Log in to the BenefitWallet member portal at www.mybenefitwallet.com and click **Pay a Provider**.

- If you need to create a User ID and Password, click **First Time User**.
- If you have forgotten your User ID, click **Forgot User ID**.



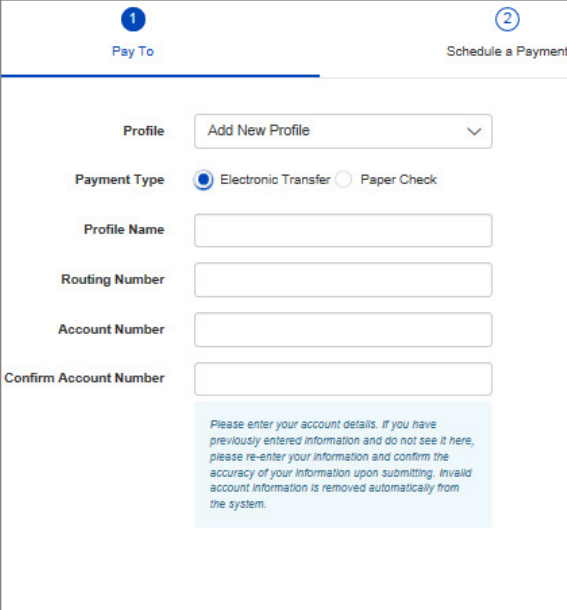
The screenshot shows the BenefitWallet member portal dashboard. At the top, there are four main sections: 'HSA' with an 'Open' button and account details (XXXXXXXXXX0182, Routing Number: 011001234), 'Total Value' at \$3,282.80, 'Available' at \$3,282.80, and 'Investments' at \$0.00. Below these are four navigation buttons: 'Make an HSA Contribution', 'Reimburse Myself', 'Pay a Provider' (which is circled in red), and 'Direct Deposit Information'.

Step 2

Click **Add New Profile** to start the process for paying the provider:

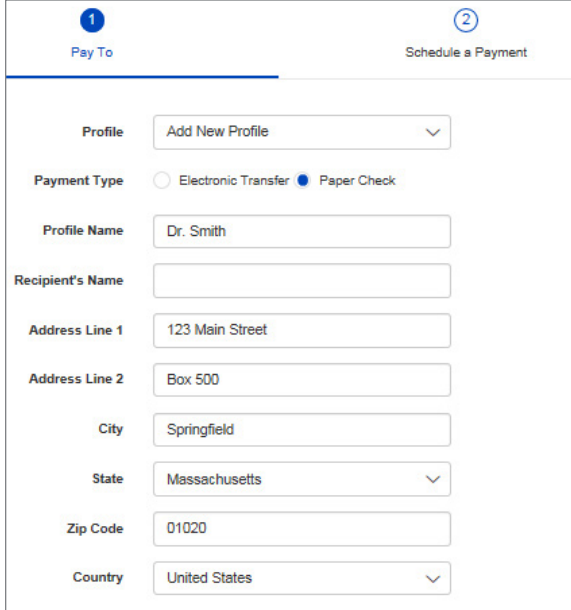
- Click either **Electronic Transfer** or **Paper Check** and complete the necessary information.
 - To pay a provider via electronic transfer, you will need the provider's bank account and routing numbers.
 - To pay a provider via paper check, you will need the provider's full mailing address.
- Click **Next** when you've finished entering the provider's information.

Add New Profile: Electronic Transfer



The screenshot shows the 'Add New Profile: Electronic Transfer' form. It has two tabs: 'Pay To' (selected) and 'Schedule a Payment'. The form includes a 'Profile' dropdown menu with 'Add New Profile' selected. Below that are radio buttons for 'Payment Type' with 'Electronic Transfer' selected and 'Paper Check' unselected. There are input fields for 'Profile Name', 'Routing Number', 'Account Number', and 'Confirm Account Number'. A blue informational box at the bottom states: 'Please enter your account details. If you have previously entered information and do not see it here, please re-enter your information and confirm the accuracy of your information upon submitting. Invalid account information is removed automatically from the system.'

Add New Profile: Paper Check



The screenshot shows the 'Add New Profile: Paper Check' form. It has two tabs: 'Pay To' (selected) and 'Schedule a Payment'. The form includes a 'Profile' dropdown menu with 'Add New Profile' selected. Below that are radio buttons for 'Payment Type' with 'Paper Check' selected and 'Electronic Transfer' unselected. There are input fields for 'Profile Name' (containing 'Dr. Smith'), 'Recipient's Name', 'Address Line 1' (containing '123 Main Street'), 'Address Line 2' (containing 'Box 500'), 'City' (containing 'Springfield'), 'State' (a dropdown menu with 'Massachusetts' selected), 'Zip Code' (containing '01020'), and 'Country' (a dropdown menu with 'United States' selected).

Step 3

To complete paying a provider, complete the **Schedule a Payment** tab.

- Select **One Time** or **Recurring**.
- Fill in the amount, select the issue date, and add an optional memo or note for the payee (paper check only).
- If you'd like, upload documentation to support your payment by clicking **Upload Documentation**; this is optional.
- Click **Next** and verify the payment information on the screen.
- Click **Submit** to complete the transaction.

The screenshot shows a web form for scheduling a payment. At the top, there are two tabs: "Pay To" (marked with a circled 1) and "Schedule a Payment" (marked with a circled 2). The "Schedule a Payment" tab is active. The form contains the following fields and options:

- Frequency:** Radio buttons for "One Time" (selected) and "Recurring".
- Amount:** A text input field containing "200.00".
- Issue Date:** A date picker field showing "04/16/2020". Below it is a light blue informational box: "The Issue Date is the date we begin processing your payment. Please allow 5 to 7 business days for your payment to reach your payee."
- Transaction Memo (Prints on check and check stub):** A text input field containing "Annual check up". Below the field, it says "10 characters remaining" and includes a link "View Sample Check".
- Note to Payee (Prints on check stub):** A larger text input field containing "Annual check up for Mom". Below it, it says "227 characters remaining".
- Upload Documentation (optional):** Two buttons: "Browse" and "Clear".