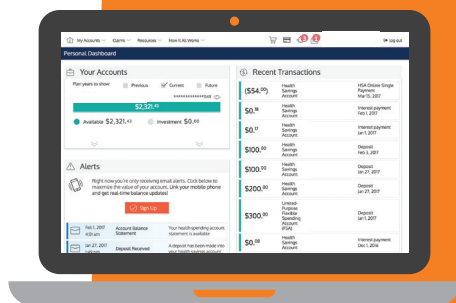


# Manage your spending account online



## Start at [anthem.com/ca](https://www.anthem.com/ca)

Go to the Sydney mobile app or [anthem.com/ca](https://www.anthem.com/ca) to register. Under the *My Plan* tab, choose **Spending Accounts** to view your balance. From there, select **Manage your account** and then the house icon on the left side of the toolbar. This will take you to your spending account dashboard.



## Your account dashboard

This page gives you a summary of your spending account, including your current balance. You'll also see recent alerts and transactions, with dates and status information.

Along the top left of your dashboard page, you'll see four options: My Accounts, Claims, Resources and How It All Works. Each one has a drop-down list of tasks you can choose from.



My Accounts ▾

Claims ▾

Resources ▾

How It All Works ▾

## My Accounts

From the drop-down list under *My Account*, choose **Benefit Account Summary**. This is your account details page, where you can:

- Check your benefit account summary.
- Review or make contributions.
- Review your recent transactions.
- Pay your doctor, hospital or other health care provider.
- Reimburse yourself for a payment you made out of your own pocket.



### Direct Deposit

Setting up direct deposit ensures you receive your funds fast.

1. Under *Claims*, choose **Reimbursement Preference**.
2. Select **Direct Deposit** and complete the requested information.
3. Check the box to agree and select **Save**.

## Claims

**Request reimbursement** for qualified medical expenses.

### Health Savings Account (HSA)

1. On the **Benefit Account Summary** page, select **Bill Pay**.
2. Select **Pay Someone Else** to pay a provider directly or **Pay Me** to reimburse yourself for an expense.
3. After completing the requested information, check the box to agree and select **Submit**.

### Health Reimbursement Account (HRA) with debit card, Flexible Spending Account (FSA), Limited Purpose FSA (LPFSA), Dependent Care FSA (DCFSA) and Commuter Benefits

1. Under *My Accounts*, choose **Benefit Account Summary**.
2. Select **Submit a claim** and complete the requested information.
3. Check the box to agree and select **Submit**.

**Check all your claims activity**, including the status.

1. Under *Claims*, choose **Claim Activity**.
2. Your claims will be listed here, plus the amount, date of service and status of each claim.
3. Select a claim to see more details, such as the provider or tracking number. Choose **Add Receipt** if it's needed for a claim.
4. Select **Bill Pay** for HSA or **Add Expense** for other accounts.



### Order a debit card for your dependent

Need an additional debit card for your dependent to have access to your spending account?

1. Go to the Sydney mobile app or [anthem.com/ca](https://www.anthem.com/ca).
2. Under the *My Plan* tab, choose **Spending Accounts** and then **Manage your account**.
3. In the upper-right corner, choose your name and then select the orange **Add Family Member**.
4. Once the dependent has been added, you will receive a debit card in the mail within 7 to 10 business days.



## Resources

Choose this section to:

- Read important announcements about your spending account.
- Download or view important forms, such as:
  - Claims
  - Disclosures
  - Account maintenance
  - IRS resources

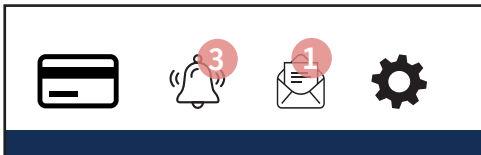
## How It All Works

Check out this section to learn more about how your spending account works. Get tips, watch a video or use a calculator to help you understand your account. You can get details, such as:





- Who contributes to the account and how much
- How to use the account
- How you benefit from the account
- What expenses your funds can pay for

## Quick links on your account dashboard

On the top right of your dashboard, you'll see icons that connect you to more helpful information.



Here's how you can use them:

-  To report if your debit card is lost or stolen and you need a new one.
-  To review your recent alerts about your account.
-  To read your messages, most of which ask you to take action.
-  To let us know how you'd like us to communicate with you.



## Need a little help?

We're here for you. If you have any questions, just send us an email through the Message Center at [anthem.com/ca](mailto:anthem.com/ca). Or call us at the Member Services number on your ID card.

## Got an HSA? Great, because this page is specific to your health savings account.

To make contributions to your HSA, you must first add a bank account where your funds will come from.

### Add a bank account

1. From the *My Accounts* tab, choose **Benefit Account Summary**. Then, select **Contributions**.
2. Select **Add Bank Account**.
3. A pop-up box opens so you can enter information about your bank account.
4. Choose **Submit**. A quick validation follows, with two small credits and a debit applied to your bank account.
5. Check your bank account for these transactions and note the amounts.
6. Go back to your HSA page. Choose the bank account you've added and select **Validate Account**.
7. A pop-up box opens. Enter the transaction amounts applied to your bank account and choose **Submit**. You can now contribute to your HSA from your bank account.

### Make a contribution

1. From the *My Accounts* tab, choose **Benefit Account Summary**.
2. Choose **Contributions** and select **Add Contribution**.
3. A pop-up box opens. Enter the date and contribution amount, and choose the bank account from the drop-down list.
4. Choose **Submit**. Your contribution immediately appears on the *Transactions* page.

Note: You may only contribute up to the maximum amount allowed by the IRS for the plan year. Check your contribution limit before contributing.

## Save on fees and trees – choose eStatements

You can enroll in electronic statements and save on fees for paper statements – and save some trees, too! Here's what you do:

1. From the top of your spending accounts dashboard, select **Statements** (if you don't see this message, you are already enrolled in electronic statements and don't have to go any further).
2. Open the **Sample PDF File** and find the PDF PIN code.
3. Enter the code into the PDF PIN Number box and select **Submit**.

That's it. No fees, no paper – you'll just get electronic statements for your HSA.

