



**FLEXWISE CAFETERIA PLAN**  
**ADMINISTRATORS WEBSITE ACCESS:**

**[www.myflexonline.com](http://www.myflexonline.com)**

FlexWise's system will allow you to have access to your flexible spending account (***Medical Reimbursement & Dependent Care***) information 24/7 via the Internet. To start, all you need to do is log on [myflexonline.com](http://myflexonline.com) and enter your identification number. Claims will be processed to the system daily and will show up on your account after a 24-hour period. Checks will be issued per your company's schedule. If you have any questions or concerns please contact **DOREEN FITZGERALD at 303-442-1000 ext 5 or outside the Denver Metro area 800-887-0054 ext. 5.**

**OTHER IMPORTANT REMINDERS:**

- ✓ We cannot reimburse claims off of submitted cancelled checks, credit card receipts, or cash register receipts.
- ✓ Teeth whitening/bleaching is not a reimbursable expense.
- ✓ For reimbursement of prescriptions, please remit pharmacy receipt showing date prescription was filled, RX number, prescription name, and prescribing physician.
- ✓ Co-pay receipts must show provider's name and address.
- ✓ For dependent care reimbursement, provider's tax id number or social security number must be supplied with receipts.
- ✓ Receipts submitted for reimbursement must show date expense was incurred. Balance forward billings will not be considered acceptable proof of expenses.

Please call our office at 303-442-1000 (800-887-0054) ext. 5 with any questions you may have.

Thank you. ***FlexWise Cafeteria Plan Administrators.***