BASIC CDA Reimbursement Request

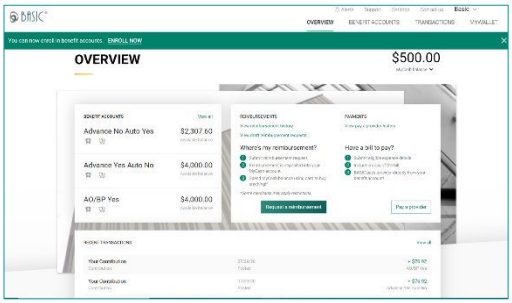
BASIC Card

The BASIC Card is the preferred and most convenient method to access available account funds for all eligible expenses. It automatically pays for and substantiates most eligible expenses at the point of purchase, eliminating the need to submit Requests for Reimbursement and wait for payment.



Online

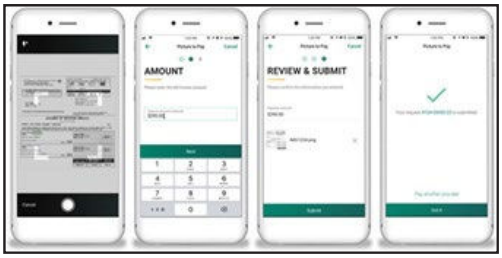
If you pay for an eligible expense out-of-pocket without the BASIC Card, you can submit a Request for Reimbursement online.



1. Sign into your account at https://cda.basiconline.com
2. From the Overview page select the green box *Request a Reimbursement*.
3. Select who the expense was incurred by, the date of the expense, and the expense date.
4. Enter the expense amount, the merchant, attach the receipt(s), or Explanation of Benefits (EOB) in the case of HRAs, and a description of the expense (optional).
5. Click Next to review your request, and then Submit reimbursement request.
6. Reimbursement is deposited into your MyCash account on your BASIC Card.
7. Spend your MyCash balance using your BASIC Card to buy anything!

Picture to Pay (Mobile App) & Pay the Provider (Web Portal)

Both features offer simple options to pay your provider directly from your benefit account. Do not use this option if you have already paid the bill or your provider. Instead, request a reimbursement as directed above.



- For Picture to Pay, open the BASIC benefits app, click the menu option called Picture to Pay, and a camera will pop up. Take a picture of the invoice, enter the amount you would like to pay the provider, review it, and then submit.
- For Pay the Provider on your web portal, access from the Overview page and the Benefit Accounts page. Click on Pay the Provider, select who incurred the expense, select the date the expense was incurred, and the expense type. Enter the amount, provider or merchant, address including unit or suite, city, state, and zip code. Attach the bill by clicking on the appropriate box. This will allow you to attach a bill from the bill depository or to browse your computer to locate the appropriate bill. Review and click submit.
- For both features above, BASIC will then mail a check directly to your provider. Please allow for mail and processing time.

Review the **Participant Reference Guide** to learn more about the features and functions of the BASIC CDA system, BASIC Card, MyCash, and BASIC benefits app. The Participant Reference Guide and additional resources can be located at https://www.basiconline.com/hq/employee/basic_cda/.