Alegeus – <u>www.zenithflex.com</u> or the "Zenith Flex" mobile app

Members can self-enroll in Direct Deposit Reimbursement from their HRA/FSA account online using Zenith's platform at <u>www.zenithflex.com</u> or on the "**Zenith Flex**" mobile app.

#### **Quick Navigation Guide:**

 Log into the HRA/FSA account – this takes the member to their Personal Dashboard. Until a participant enrolls in direct deposit, a \*widget\* will appear on their home page. Participant can click and follow the prompts to enroll.

Personal Dashboard			FSA Store
	Ay Alerts Right now you're only receiving email alerts. Click below to maximize the value of your account. Link your mobile phone and get real-time balance updates!	Sign Up for Direct Deposit   Add your bank account for direct deposit reimbursement	
	SEE ALL	Make your FSA funds go furtherThe largest selection of guaranteed eligible products. Zero guesswork.Shop FSA Store	

- Otherwise, the participant can Navigate to their Profile:
- From their Profile, change the "Reimbursement Method" to "Direct Deposit";
- Follow the prompts to complete the application;
- The system will then prompt the member to validate the bank account information they entered;
- A series of credits/debits (usually 2 deposits and 1 debit that cancel out each other, totaling less than \$1 from "medibank") will automatically be sent to their bank account to ensure the correct bank account is being used;

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- Depending on the bank these amounts can show up instantaneously or within 1-2 business days;
- Once the member sees the amounts in their bank account, they need to log back into their HRA/FSA account (<u>www.zenithflex.com</u> or "Zenith Flex" mobile app) and follow the prompts to enter the credits/debits shown in their bank account;
- If the account is not validated, the member will need to try again. Otherwise they will see a "Successful Validation" pop up message.

# **Mobile App screen shots on the following pages**

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#### After the mobile app log in page:



### <u>Click the "hamburger" sign</u> **≡** in the upper left corner and click on "My Profile" toward the bottom of the menu

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Accounts	1000
Account Activity	
Submit a Claim	
Opportunities	10.00
SPEND NOW	
Shop	-
Check Item Eligibility	
Eligible Expense List	19.5
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## Click "Reimbursement Method"

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#### Select "Direct Deposit"

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#### **Change Reimbursement Method**

Direct Deposit is the fastest way to get reimbursed. Setup direct deposit below.

CHECK		DIRECT DEPOSIT	
	SAVE		
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ACCOUNTS	ACCOUN	T SUBMIT A CLAIM	

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Enter bank account information and click "Save"

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$\leftarrow$		<b>[]]]]</b> 67
Direct Deposit (	i)	
Account Type*:		
Checking	s	avings
Bank Name*:	_	
Account Number*:		
Confirm Account Number*:		
Routing Number*:		
Confirm Routing Number*:		
By providing my bank accour allow my administrator to dire my accounts. I understand th time.	nt and routing n ect deposit plan nat I can change	umbers, I agree to reimbursements into e this directive at any
	SAVE	
\$		(iii)
ACCOUNTS	ACCOUNT	SUBMIT A CLAIM

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Within 1-2 business days, the members' bank account will display credits/debits that look similar to this (with different \$ denominations). Look for "Mbi Settlement"

Jun 3, 2020 Direct Withdrawal, Mbi Setl	-\$0.29
Jun 3, 2020 Direct Deposit, Mbi Setl	+\$0.21
Jun 3, 2020 Direct Deposit, Mbi Setl	+\$0.08

# Once you see the credits/debits in your bank account, log into your HRA/FSA account and click <u>"Validate Now".</u>



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After clicking "Validate Now", enter the denominations of credits/debits from your bank account in the same order they appeared in the bank account as Amounts 1, 2 and 3:



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$\leftarrow$	Validate Account	≡
(i) Check the bar	your bank account and Enter the amount account	nts to validate
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	Successful Validation Validation was successful. Your di deposit bank account is now acti Ok	rect ve.

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Alerts & Notifications are automatically generated:

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