

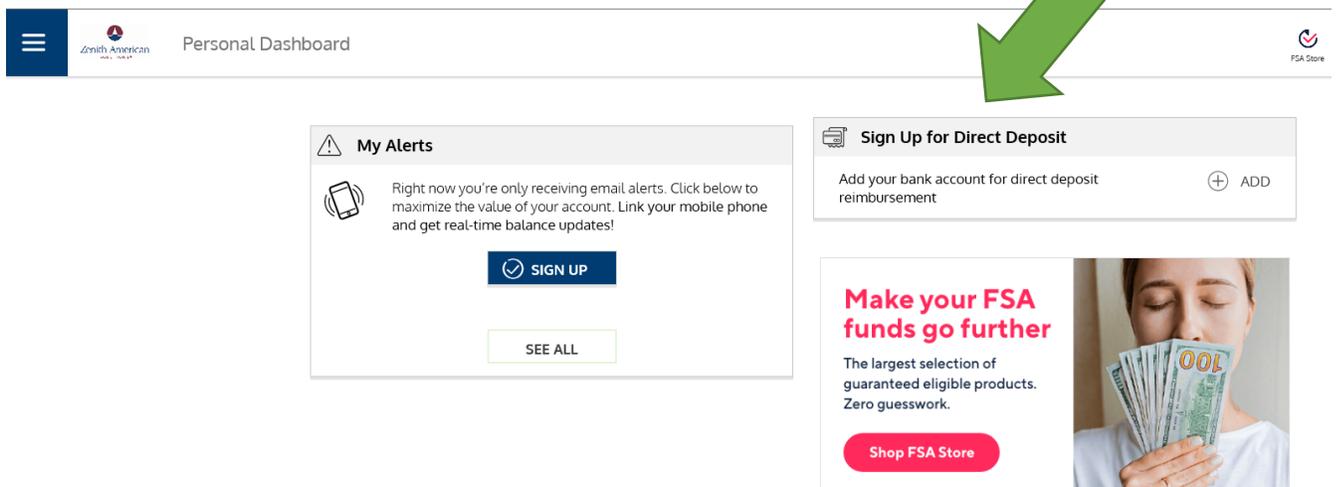
# HRA/FSA – Self Enrolling in Direct Deposit Reimbursement

Alegeus – [www.zenithflex.com](http://www.zenithflex.com) 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 [www.zenithflex.com](http://www.zenithflex.com) 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.



- Otherwise, the participant can Navigate to their Profile:
  - On the mobile app, click the “hamburger” sign  in the upper right corner and click on “Profile” toward the bottom of the menu
- 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 ([www.zenithflex.com](http://www.zenithflex.com) 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.

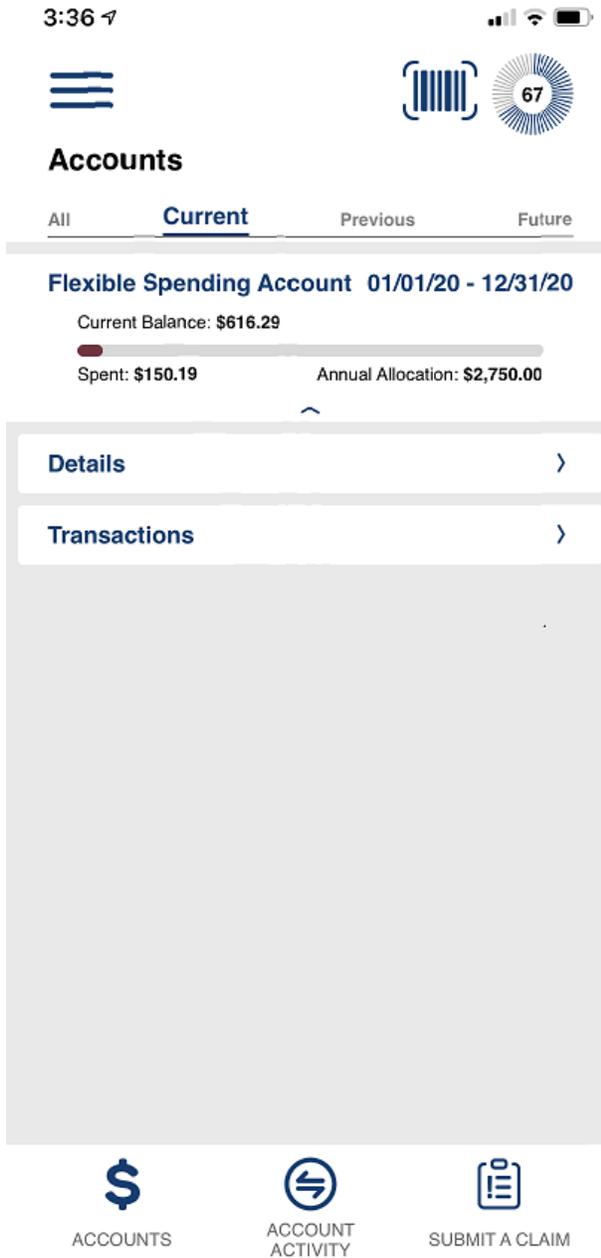
**Mobile App screen shots on the following pages**

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After the mobile app log in page:

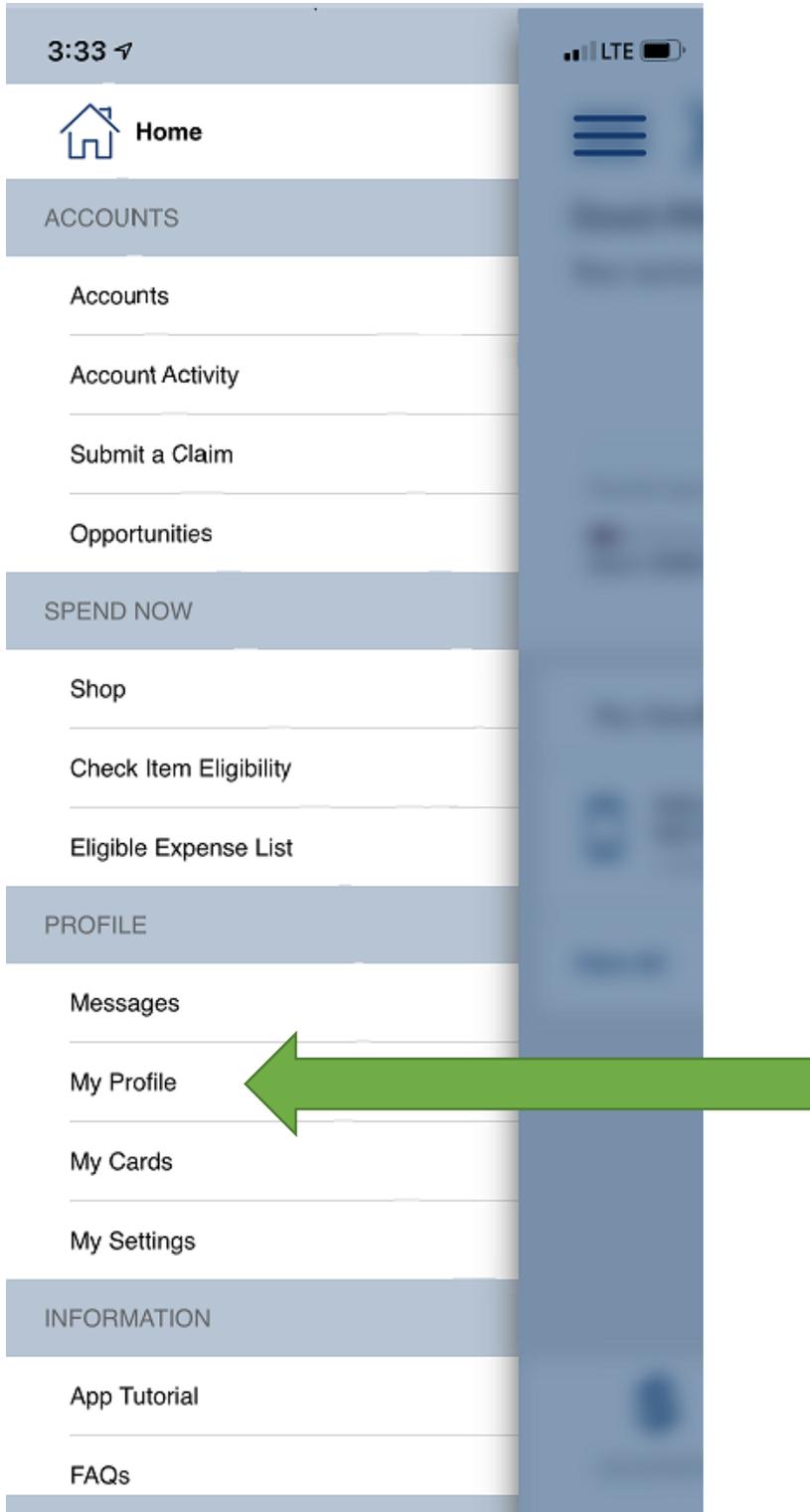


Click the “hamburger” sign  in the upper left corner and click on “My Profile” toward the bottom of the menu

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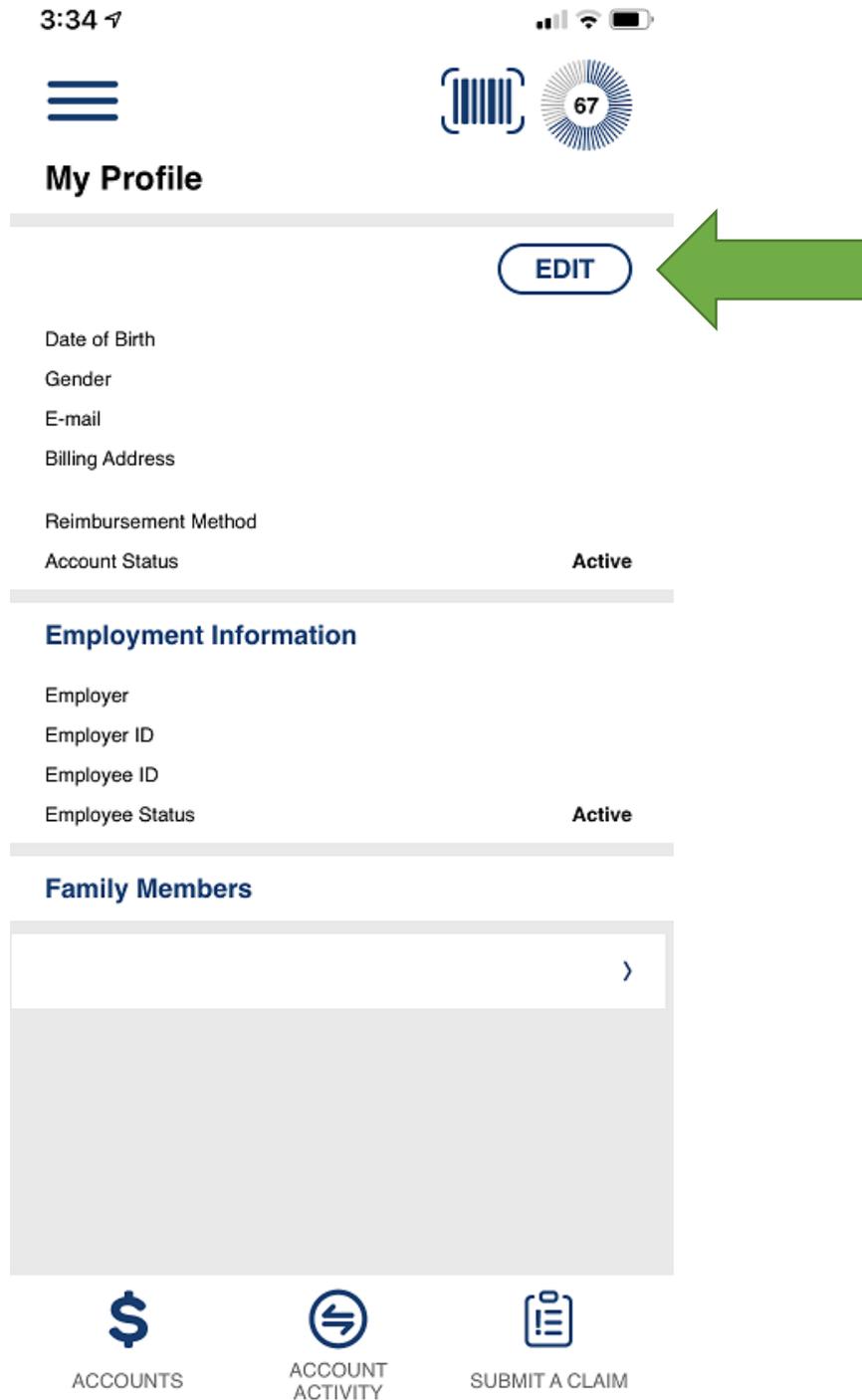
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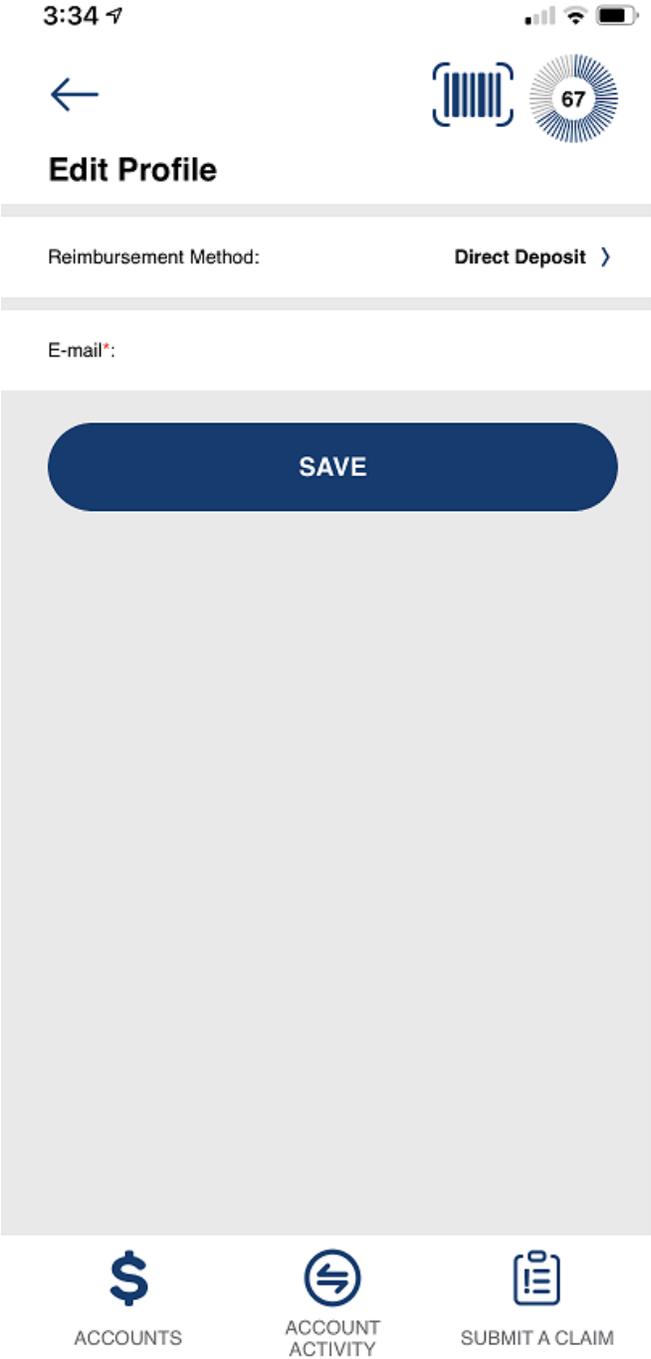
Click “Edit”



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[Click “Reimbursement Method”](#)

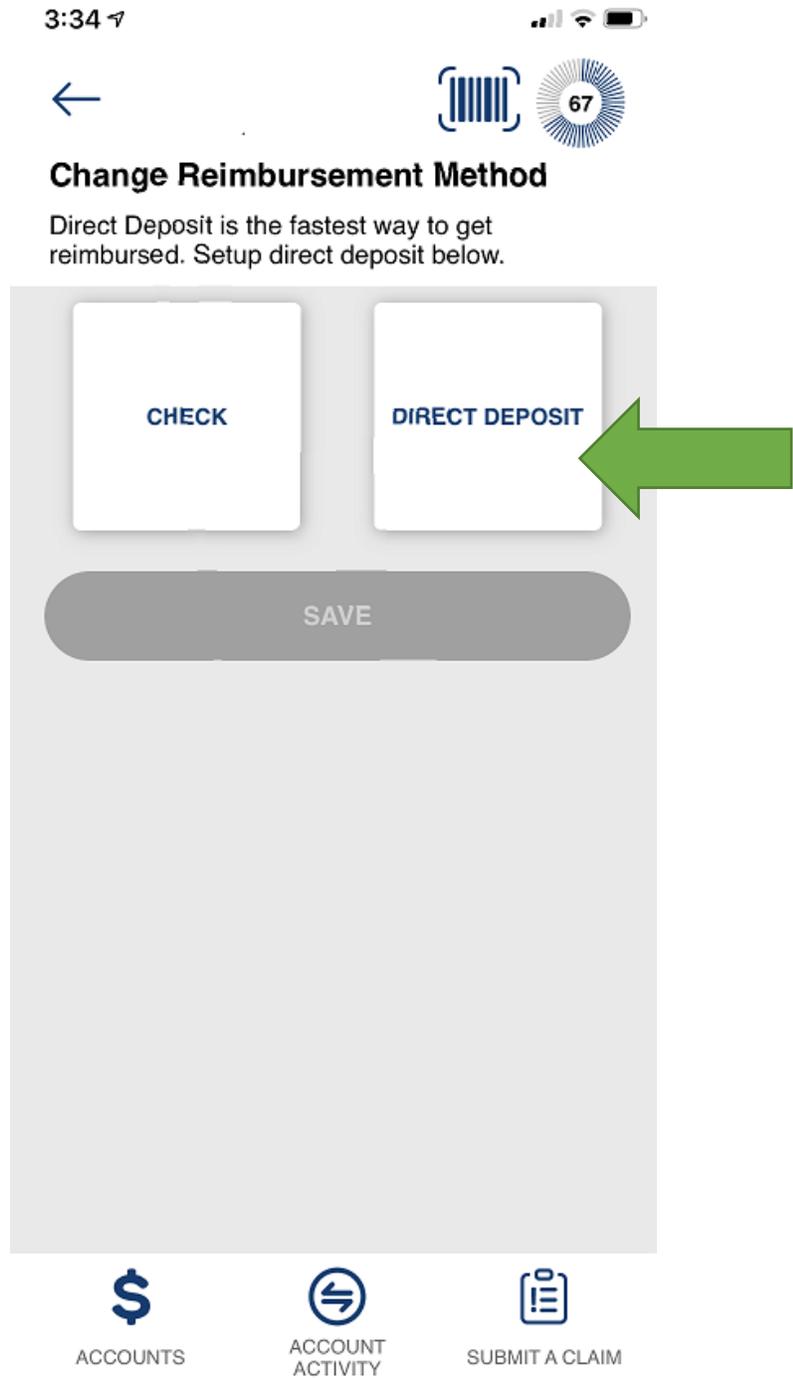


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## Select “Direct Deposit”



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**Enter bank account information and click “Save”**

3:35   

## Direct Deposit

Account Type\*:

Checking  Savings

Bank Name\*: \_\_\_\_\_

Account Number\*: \_\_\_\_\_

Confirm Account Number\*: \_\_\_\_\_

Routing Number\*: \_\_\_\_\_

Confirm Routing Number\*: \_\_\_\_\_

By providing my bank account and routing numbers, I agree to allow my administrator to direct deposit plan reimbursements into my accounts. I understand that I can change this directive at any time.

**SAVE**

 ACCOUNTS       ACCOUNT ACTIVITY       SUBMIT A CLAIM

# HRA/FSA – Self Enrolling in Direct Deposit Reimbursement

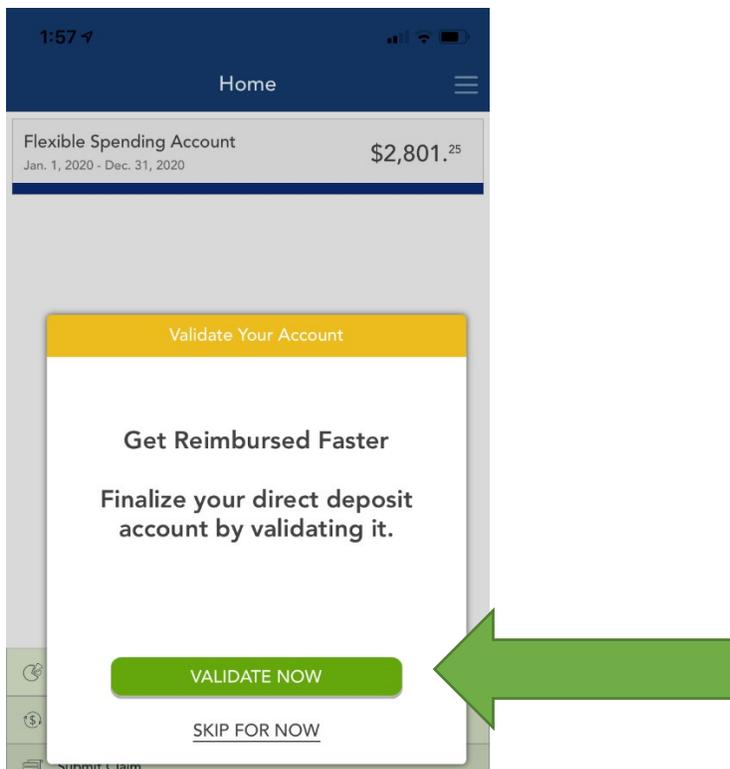
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Within 1-2 business days, the members’ bank account will display credits/debits that look similar to this (with different \$ denominations). [Look for “Mbi Settlement”](#)

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 [“Validate Now”](#).



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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:**

1:58

← Validate Account

Check your bank account and Enter the amounts to validate the bank account

\$ * Amount 1	-\$0.29
\$ * Amount 2	\$0.21
\$ * Amount 3	\$0.08

✓ SUBMIT

Done

1 2 3 4 5 6 7 8 9 0

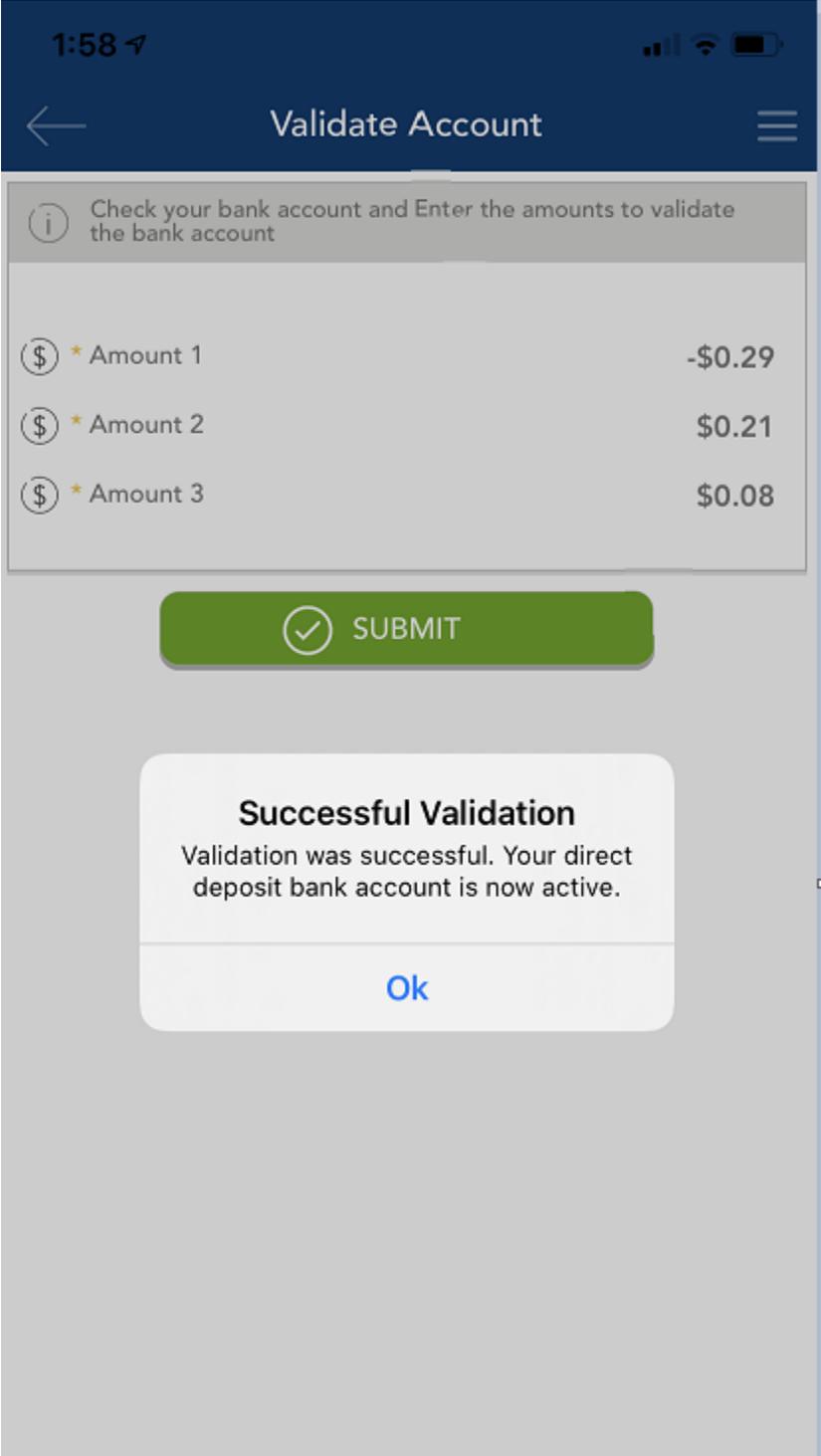
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ABC space return

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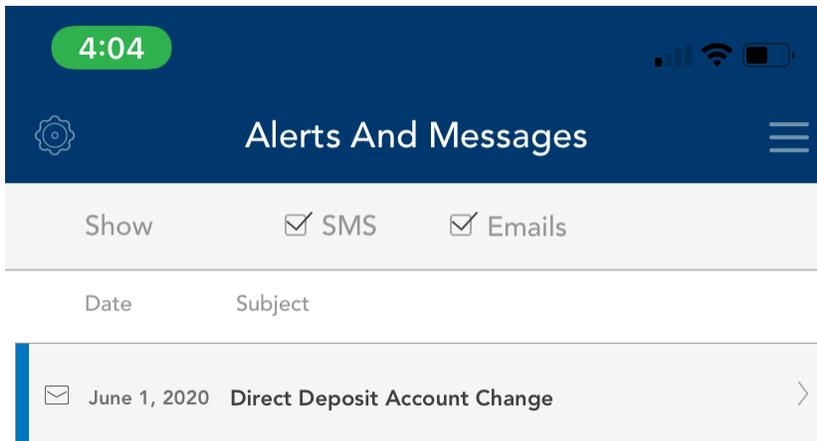
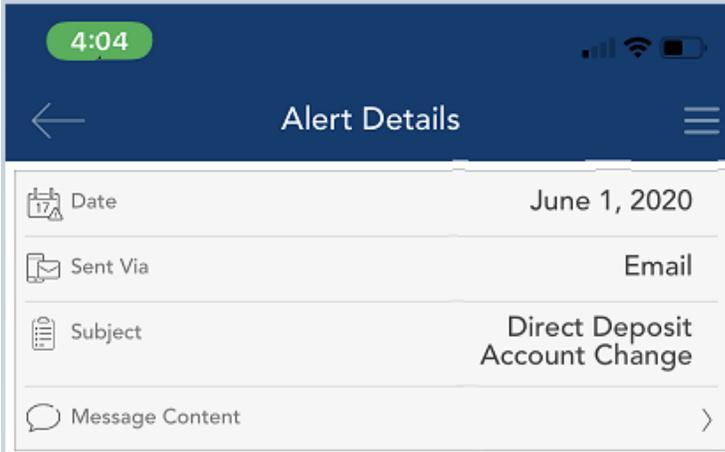


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Alerts & Notifications are automatically generated:



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