



How to reimburse yourself for multiple FSA and HRA expenses

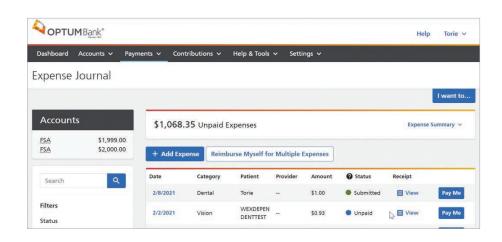


Multiple expense reimbursement

If you have a Disney flexible spending account (FSA) and/or health reimbursement account (HRA) through Optum Bank, you can now reimburse yourself for multiple eligible expenses in a single transaction.

To use this feature, expenses must be in the same plan year and eligible expense category for the account.

- 1. Sign in to optumbank.com/disney.
- 2. In the top navigation bar, select Payments, and then Expense Journal.
- 3. Select the button Reimburse Myself for Multiple Expenses.



What is the Expense Journal?

The Expense Journal allows you to track the status of your health account expenses and either reimburse yourself or pay a provider directly. You can enter your own expenses and trigger reimbursements and payments with a few simple steps. Find it by navigating to Payments > Expense Journal in your online account.

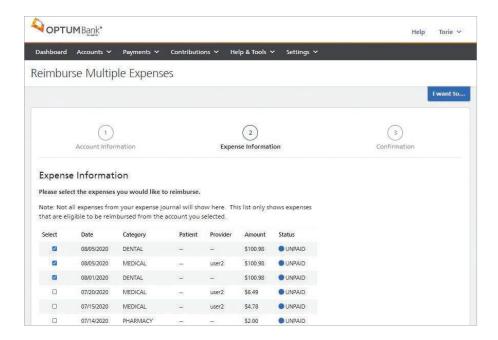
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 On the next screen, under **Account Information**, select the radio button next to the account you wish to be reimbursed from, and then select **Continue**.

Note: Ineligible accounts will display grayed-out as inactive (for example, health savings accounts (HSAs) are not eligible for multiple expense reimbursement).

5. **Expense Information** displays all eligible expenses for reimbursement with the account chosen. Select one or multiple expenses, and then select **Continue**.

Note: If there are no eligible expenses for the chosen account, a message will display with the option to Cancel.



- 6. If any of the chosen expenses have missing information, an alert will display with the option to click to expand the expense to fill in missing information (i.e., Dates of service, Expense Category).
- 7. You have the option to apply one receipt for multiple expenses. To do so, select **Upload a Receipt to all expenses**, add your receipt image, and then select **Continue**.

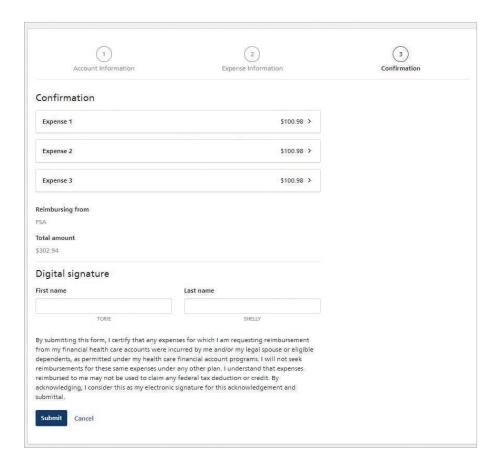
Note: The amount to be reimbursed is displayed on the bottom of the page. Expenses cannot be partially reimbursed.

8. The Confirmation page displays a summary of the chosen account, list of expenses and total amount. Enter your first and last name to complete the **Digital Signature**, and then select **Submit**.

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9. A pop-up message will display indicating your online claim submission has been successfully received and is being processed.

Note: If a reimbursement request does not process, you will see an (i) icon in the expense journal next to the total for the impacted expense. This indicates that the expense did not process and will need to be resubmitted.





Have questions? We're here to help. Please visit optumbank.com/disney or call 1-888-619-2118.



Flexible spending accounts/arrangements (FSAs) and health reimbursement accounts/arrangements (HRAs) are administered by Optum Financial, Inc. and are subject to eligibility and restrictions. The content of this communication is not intended as legal or tax advice. Federal and state laws and regulations are subject to change.