

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**.

The screenshot shows the Optum Bank Expense Journal interface. At the top, there is a navigation bar with 'Dashboard', 'Accounts', 'Payments', 'Contributions', 'Help & Tools', and 'Settings'. Below this, the 'Expense Journal' title is displayed. On the left, there is a sidebar with 'Accounts' and 'Filters'. The main content area shows a summary of '\$1,068.35 Unpaid Expenses' and a table of expenses.

Date	Category	Patient	Provider	Amount	Status	Receipt
2/8/2021	Dental	Torie	--	\$1.00	Submitted	View Pay Me
2/2/2021	Vision	WEXDEPEN	DENTTEST	\$0.93	Unpaid	View Pay Me

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).

- 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.

OPTUMBank[®] Help Torie ▾

Dashboard Accounts ▾ Payments ▾ Contributions ▾ Help & Tools ▾ Settings ▾

Reimburse Multiple Expenses

I want to...

- Account Information
- Expense Information**
- Confirmation

Expense Information

Please select the expenses you would like to reimburse.

Note: Not all expenses from your expense journal will show here. This list only shows expenses that are eligible to be reimbursed from the account you selected.

Select	Date	Category	Patient	Provider	Amount	Status
<input checked="" type="checkbox"/>	08/05/2020	DENTAL	--	--	\$100.98	UNPAID
<input checked="" type="checkbox"/>	08/05/2020	MEDICAL	--	user2	\$100.98	UNPAID
<input checked="" type="checkbox"/>	08/01/2020	DENTAL	--	--	\$100.98	UNPAID
<input type="checkbox"/>	07/20/2020	MEDICAL	--	user2	\$6.49	UNPAID
<input type="checkbox"/>	07/15/2020	MEDICAL	--	user2	\$4.78	UNPAID
<input type="checkbox"/>	07/14/2020	PHARMACY	--	--	\$2.00	UNPAID

- 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).
- 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.

- 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.

1 Account Information 2 Expense Information 3 Confirmation

Confirmation

Expense 1	\$100.98 >
Expense 2	\$100.98 >
Expense 3	\$100.98 >

Reimbursing from
FSA

Total amount
\$302.94

Digital signature

First name Last name

By submitting this form, I certify that any expenses for which I am requesting reimbursement from my financial health care accounts were incurred by me and/or my legal spouse or eligible dependents, as permitted under my health care financial account programs. I will not seek reimbursements for these same expenses under any other plan. I understand that expenses reimbursed to me may not be used to claim any federal tax deduction or credit. By acknowledging, I consider this as my electronic signature for this acknowledgement and submittal.



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



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