



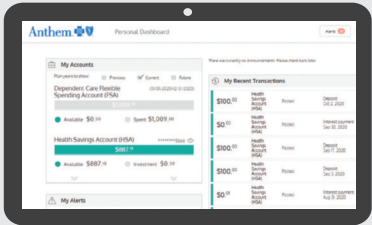
You can manage your spending account online

You know how important it is to keep track of your spending. That's why we have created a way to take control of your spending account online.



Start at [anthem.com/ca](https://www.anthem.com/ca)

Go to the Sydney mobile app or [anthem.com/ca](https://www.anthem.com/ca) to register. Under the *My Plan* tab, choose **Spending Accounts** to view your balance and select **Manage My Account**. This will take you to your spending account dashboard.



Your account dashboard

This page gives you a summary of your spending account, including your current balance. You will also see recent alerts and transactions, with dates and status information.

At the top left of the page is a menu icon that allows access to **My Accounts, Claims, Resources,** and **How It All Works**. Each has a drop-down menu of tasks.



My Accounts

Select **Benefit Account Summary** from the menu icon. This is your account details page, where you can:

- Check your benefit account summary.
- Review or make contributions.
- Review your recent transactions.
- Pay your doctor, hospital, or other health care provider.
- Reimburse yourself for a payment you made.

Direct deposit

Setting up direct deposit ensures you receive your funds fast.

1. Under *Claims*, choose **Account maintenance**.
2. Select **Direct Deposit** and complete the requested information.
3. Check the box to agree and select **Save**.

Order a debit card for your dependent



Add an additional debit card for your dependent to have access to your spending account.

1. Go to the Sydney mobile app or **anthem.com/ca**.
2. Under the **My Plan** tab, choose **Spending Accounts** and then **Manage my account**.
3. In the upper right corner, choose your name, select profile, and then select the orange **Add Family Member**.
4. Once the dependent has been added, you will receive a debit card in the mail within 7 to 10 business days.

Claims

Request reimbursement for qualified medical expenses.

Health Savings Account (HSA)

1. Choose the **Benefit Account Summary** page from the menu and select **Bill Pay**.
2. Select **Pay Someone Else** to pay a provider directly or **Pay Me** to reimburse yourself for an expense.
3. After completing the requested information, check the box to agree and select **Submit**.

Health Reimbursement Account (HRA) with debit card (including incentive accounts), Flexible Spending Account (FSA), Limited Purpose FSA (LPFSA), Dependent Care FSA (DCFSA), and Commuter Benefits

1. In the menu, select **My Accounts** and choose **Benefit Account Summary**.
2. Select **Submit a claim** and complete the requested information.
3. Check the box to agree and select **Submit**.

Check all your claims activity, including the status.

1. In the menu, select **Claims** and **Claim Activity**.
2. Your claims will be listed here, plus the amount, date of service, and status of each claim.
3. Select a claim to see more details, such as the provider or tracking number. Choose **Add Receipt** if it's needed for a claim.
4. Select **Bill Pay** for HSA or **Add Expense** for other accounts.

Resources

Choose this section to:

- Read important announcements about your spending account.
- Download or view important forms, such as:
 - Claims
 - Account maintenance
 - Disclosures
 - IRS resources

Save on fees with eStatements



You can enroll in electronic statements and save on fees.

1. At the top of your spending accounts dashboard, select **Statements** (if you don't see this message, you are already enrolled in electronic statements and don't have to do anything else).
2. Open the **Sample PDF File** and find the PDF PIN code.
3. Enter the code into the PDF PIN Number box and select **Submit**.

How it works

Learn more about how your spending account works. You can find tips, watch a video, use a calculator to help you understand your account, and find additional details, such as:

- Who contributes to the account and how much.
- How to use the account.
- How you benefit from the account.
- What expenses your funds can pay for.

Quick links on your account dashboard

On the top right of your dashboard, select Alerts or your name to connect to helpful information.

You can use this information to:

- Report if your debit card is lost or stolen and you need a new one.
- Review your recent alerts about your account.
- Read your messages, most of which ask you to take action.
- Let us know how you would like us to communicate with you.

Your Health Savings Account (HSA)

To make contributions to your HSA, you need to add a bank account.

Add a bank account

1. In the menu, select **My Accounts** and choose **Benefit Account Summary**. Then, select **Contributions**.
2. Select **Add Bank Account**.
3. A pop-up box opens so you can enter information about your bank account.
4. Choose **Submit**. A quick validation follows, with two small credits and a debit applied to your bank account.
5. Check your bank account for these transactions and note the amounts.
6. Go back to your HSA page. Choose the bank account you've added and select **Validate Account**.
7. A pop-up box opens. Enter the transaction amounts applied to your bank account and choose **Submit**. You can now contribute to your HSA from your bank account.

Make a contribution

1. In the menu, choose **Benefit Account Summary**.
2. Choose **Contributions** and select **Add Contribution**.
3. A pop-up box opens. Enter the date and contribution amount, and choose the bank account from the drop-down list.
4. Choose **Submit**. Your contribution immediately appears on the **Transactions** page.

Note: You may only contribute up to the maximum amount allowed by the IRS for the plan year. Check your contribution limit before contributing.



If you need help

You can make managing your health plan expenses easier online. We are here to help. If you have questions, send us an email through the Message Center at [anthem.com/ca](https://www.anthem.com/ca) or call us at the Member Services number on your ID card.

