



Welcome to your CBIZ Flexible Spending Account!

We want to take a moment to provide some quick important information about your account.

Contact Information

For all inquiries and assistance

Toll-free 1-855-410-2249
 1-800-815-3023 (choose Option 4)

Email cbizflex@cbiz.com

Fax 1-800-584-4185

Hours 8:00am – 8:00pm; Monday through Friday

Web Portal <https://myplans.cbiz.com>

Online Access – Consumer Portal

How to learn more about your accounts: You can access all of your health care account information on the Consumer Portal at <https://myplans.cbiz.com>.

Select “*create your new username and password*” to get started.

This one-stop portal gives you 24/7 access to view information and manage your accounts. It enables you to:

- Request a disbursement
- Track expenses
- View up-to-the-minute account balances
- View your account activity and payment (distribution) history
- Report a lost/stolen card and request a new one
- Update your personal profile information
- Change your login ID and/or password

Enclosed you will find important information to help you manage your Flexible Spending Account.

- More detail on how to use the Consumer Portal to enter transactions, verify balances and view investment information online is provided in the [Consumer Portal QuickStart guide](#).



CBIZ Benefit Debit Card

How to use the funds in your accounts: DEBIT CARD: You may use your CBIZ Benefits Card to access funds in your Flexible Spending Accounts. You will receive this card in the mail separately and may use the card at any health care eligible merchant or department stores and grocery stores that comply with IAS for health care related items.



The CBIZ Benefit Debit Card can be used for your available balance in the Flexible Spending Account for qualified health care expenses such as:

- Prescription and health plan copayments, deductibles and coinsurance
- Dental expenses and Orthodontics
- Vision services and eyeglasses
- COBRA Insurance Premium and Long Term Care premiums

Mobile App – MyPlans by CBIZ

MOBILE: Conveniently manage your Flexible Spending Account information when you want, from wherever you want. Whether on your couch or at the store, the CBIZ My Plans App for iPhone® or Android™ smartphones makes it easy to manage your benefit account on the go.



The mobile app from CBIZ, provides you with seamless account access since it is an extension of the CBIZ Consumer Portal. The CBIZ My Plans app provides time-saving options for you to:

- Check current FSA balances
- View account activity and receive alerts via text message
- View FSA transaction details
- Review expense information
- Enter a new expense

Get started with CBIZ My Plans in minutes! Simply download the App for your Android or iPhone (also compatible with iPad® and iPod touch®) and log in using the same password you use to access your CBIZ Consumer Portal and set up the 4-digit PIN number.

If you have any questions, please contact us at cbizflex@cbiz.com or 1-800-815-3023.

Sincerely,
CBIZ FLEX
cbizflex@cbiz.com
1-800-815-3023, Option 4

