

How to reimburse yourself using the BenefitWallet® member portal

If you made HSA-eligible purchases with your personal funds rather than through your HSA, you can quickly and easily reimburse yourself with the BenefitWallet member portal, either with a paper check or electronic transfer. For an electronic transfer, you will need to know the account and routing numbers for your provider.



- Log in to the BenefitWallet member portal at www.mybenefitwallet.com and click Reimburse Myself.
- If you need to create a User ID and Password, click *First Time User*.
- If you have forgotten your User ID, click Forgot User ID.





On the Pay To screen, select the Payment Type, either Electronic Transfer or Paper Check.

For Electronic Transfer reimbursements:

- · You will need to indicate the bank account where you are depositing the funds.
- If you have not already set up direct deposit to a personal bank account, click **Direct Deposit Information** and follow the prompts. Tip: Have a blank check handy to easily access your bank account and routing numbers.

Payment Type 🤇	Electronic Transfer Paper Check
Profile Name	David
Account Number	XXXXX6792
	Direct Deposit Information

For Paper Check reimbursements:

- If already saved to your profile, your mailing address should populate automatically.
- If not, enter the mailing address for the check to be mailed. This is for one-time use only; to update your mailing address, click your name at the top of the page and then click **My Profile**.

Payment Type	Electronic Transfe Paper Check
Address 🔊	JANE SMITH 123 MAIN STREET SPRINGFIELD, MA 01020 United States



To complete reimbursing yourself, complete the remaining fields on the **Pay To** tab.

- Select **One Time** or **Recurring**.
- Fill in the amount, select the issue date, and add an optional memo or note for the payee (paper check only).
- If you'd like, upload documentation to support your payment by clicking **Upload Documentation**; this is optional.
- Click **Next** and verify the payment information on the screen.
- Click **Submit** to complete the transaction.

Amount	60.00
Issue Date	04/14/2020
	The Issue Date is the date we begin processing your reimbursement. Please allow 5 to 7 business days for your payment to reach you.
Transaction Memo (optional)	Eye doctor, contacts
	5 characters remaining
Note to Payee (Prints on check stub)	Contact lenses
	238 characters remaining
Documentation	
Upload Documentation (optional)	Browse Clear