



Need a place to store your receipts?

Finding your receipts when you need them just got easier.

Introducing Digital File Cabinet. Use your Cabinet to upload and store your receipts or invoices online. Uploading your document now saves you time later.

Here's how it works!

Log into the portal, click “My Benefits” and “Access Now” then go to your Cabinet to upload your documents in 4 simple steps:

1

Click to start.

Select ‘Upload Your Document’ to begin.

2

Enter your details.

Add details about your document.

It will make it easier to find items later.

3

Choose your files.

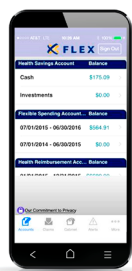
Locate your documents. You can upload multiple documents with multiple pages.

4

Save for later or submit now.

Store your documents and come back to them later. Or, attach your receipts to a new claim or existing debit card transaction now.

It's that easy.



Flex Mobile App!

Upload anytime, anywhere from your smartphone.

Take a picture of your receipts using the Mobile App. Documents you capture on your mobile device will automatically sync with your online account, so you can always find them.

Need more information? Contact us at www.flexiblebenefit.com