



SUBJECT: Important News - Your New Benefit System Is Ready!

Dear Valued Participant,

Welcome to the new Consumer Driven Accounts (CDA) system and the future of employee benefit accounts!

Tips for a smooth transition to your new benefit system...

1. To set up your account, go to <http://cda.basiconline.com/>. (**Note: Chrome is the preferred browser when accessing the CDA system.**)
2. When accessing the new CDA online portal for the first time, you must sign up. Even if you already have a BASIC account, you must first sign up before signing in. **Look for the Sign Up button below the Sign In link.** Check out the [Participant Access Flyer here!](#) (Note: A verification code will be sent to your email once you sign up. Please check your spam folder for this code as you will need it to sign in.)
3. Once you have signed in, please take some time to become familiar with the new website and features. Refer to this [Participant Reference Guide](#) to learn more about your new CDA system!
4. Please note, we're in the process of setting up your reimbursements to automatically be disbursed to your bank account on file, or disbursed via check if you do not have a bank account on file. This process could take up to 1 - 2 weeks to complete. In the interim, you can submit requests as they are incurred and be in control of how and when the funds are disbursed. To learn more about your new MyCash Account and how to transfer funds, [check out this flyer](#).
5. **For the most convenient account management experience, download the free BASIC benefits app, available for Apple and Android devices.**

We are confident you will enjoy the new website and account features—they will provide the fastest, easiest, and most advanced benefit account management available. To learn more, please remember to visit https://www.basiconline.com/hq/employee/basic_cda/ for useful how-to flyers, guides, and frequently asked questions and answers.

If you have questions, please contact our Customer Service team at 800-372-3539. We look forward to continuing to serve your benefit account needs.

Sincerely,
Your BASIC CDA Team

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