



BASIC offers multiple options to access benefit account funds.

1 Paid out of pocket?

If you paid out of pocket for an eligible expense, you can request a reimbursement from your benefit account to pay yourself back.

1. From the **Overview** (*Web*) or **Menu** (*Mobile*) click or tap REQUEST A REIMBURSEMENT.
2. Select who incurred the expense, enter the expense date, and select the expense type.
3. Enter the expense amount (your cost) and the provider or merchant info.
4. Take a photo of your receipts or other documentation (*Mobile*), upload from your computer (*Web*) or attach from **Bills and Receipts** (*Web or Mobile*) and enter a description of the expense.
5. Click or tap NEXT to review your request, then SUBMIT.

1



You get paid!
Reimbursements go to your MyCash account. See below for details.



2 Have a bill to pay?

If you have an unpaid bill from a service provider for an eligible expense, BASIC can pay the provider directly by issuing them a check from your benefit account.

1. From the **Overview**, click PAY A PROVIDER (*Web*) or open the **Menu** and tap PAY THE PROVIDER and select USE PICTURE TO PAY (*Mobile*).
2. Enter the expense details and provider info, then attach an image of the bill from **Bills and Receipts** or upload from your computer (*Web*) or take a photo of the bill and enter the amount you want paid (*Mobile*).
3. Click or tap NEXT to review your request, then SUBMIT.

2



Your provider gets a check.
Allow up to 14 business days for check to mail.

Join the MyCash Movement!

When you request a reimbursement, reimbursements are deposited into your MyCash account. MyCash is an individual cash account that securely holds your reimbursement funds until you spend or move them.

MyCash lets you make transfers when it's convenient for you! Using our website or mobile app, transfer funds from MyCash to a personal checking or savings account anytime from anywhere.

One-time

1. Select the **MyCash Balance** menu and click **Transfer balance**.
2. Select your bank account (or add a new account) and click **Next**.
3. Enter the transfer amount and click **Next**.
4. Review the transfer and click **Submit**.

Recurring

1. Select the **MyCash Balance** menu and click **Schedule a balance transfer**.
2. Select when you want the transfer to happen.
3. Select your bank account (or add a new account) and click **Next**.
4. Enter the transfer threshold or date and click **Next**.
5. Review the schedule and click **Submit**.