

Member Name
Member Address
Member City, State, ZIP

Member ID
Employer ID



We look forward to administering your Lansing Christian School HRA Benefit Account and assisting you with any questions or concerns associated with your plan. (You're FSA which is Flex and child care administration will continue to be managed by BASIC through August 31, 2021.)

Your Benefits Debit MasterCard will arrive soon **in a plain white envelope**. The card will have the EHIM logo on it. Please throw out any BASIC cards you have as those should no longer be used.

Before using this debit card you will need to call EHIM for the card to be activated. Please call (248) 204-6363.

******You may only use your Debit MasterCard for dates of service on or after 1/1/2021. Charges prior to 1/1/2021 will need to be reimbursed by Basic your former administrator. Otherwise, your debit card usage could be suspended for ineligible charges.******

You may use the Card only at qualified locations for Eligible products and services under your Employer's Benefit Plan. The Benefit Card will be linked to one of the following accounts and also identified on the bottom left of the Benefit Card:



- **Health Reimbursement Arrangement (HRA)**

****Benefit card cannot be used at an ATM****

1. Read the front of the card to verify the name embossed. If name is spelled incorrectly, please contact EHIM.
2. Sign the back of your card before using it.
3. Call EHIM to activate your card before first usage at (248) 204-6363.
4. If you are offered a choice at the point of service terminal, select the "CREDIT" option.
5. Retain receipts and documentation in case there is ever an issue or in case EHIM would need them for documentation for the IRS. These receipts can be in kept in electronic form. Note: Failure to submit receipt documentation may result in:
 - a. The expense being deemed ineligible in which you would be obligated to repay the amount to the Benefit Plan, and/or
 - b. Immediate suspension or revocation of your Benefit Card, and/or
 - c. Taxable payroll deductions by your Employer of the Ineligible expense, and/or
 - d. Taxable gross income being subject to an additional tax on that amount (check with you Administrator for details)
6. Call EHIM immediately to report your card lost or stolen.

GREAT NEWS!

You have 24/7 Online Access to your Benefit Account once you receive your debit card in the mail!

You will be able to view your balance, claims status, update personal information to include direct deposit account information, upload claims request for reimbursement, card transaction documentation, and much more.

You access your account(s) through the EHIM Web Based Participant Portal (see detailed instructions below) or, via our mobile app, this app can be downloaded free at Google Play or the Apple App Store. Just type in "EHIM" in the search box and look for the following logo:



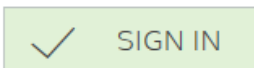
To use the Web Based Member Portal, visit our home page at www.ehimrx.com

- ✓ Click on "My EHIM" located at the top right section of the Menu bar.
- ✓ Select "Member"
- ✓ Select "TPA Services"
- ✓ From the Participant Portal page, please click on **Register**

Sign in

Username

Forgot your Username? [Let us help](#)



To protect your personal information, we collect your password on a separate page.

Don't have an account?



✓ Next, complete the following fields

 Username *

 Password *

Password Strength

 Confirm Password *

First Name *

Initial


Last Name *

 Email *

 Employee ID *

Registration ID *
 Employer ID
 Card Number

I accept [Terms of Use](#)

 NEXT

 CANCEL

✓ Make sure you Click on **I Accept Terms of Use** before clicking on Next.

Claims request and/or supporting documentation can also be forwarded to EHIM by Fax 248.204.6350 or by email at reimbursementaccount@ehimrx.com.

As always, EHIM is at your service. If you have any questions on the instructions listed above, please don't hesitate to contact us at (248) 204-6363.



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