

IMPORTANT BENEFITS ANNOUNCEMENT



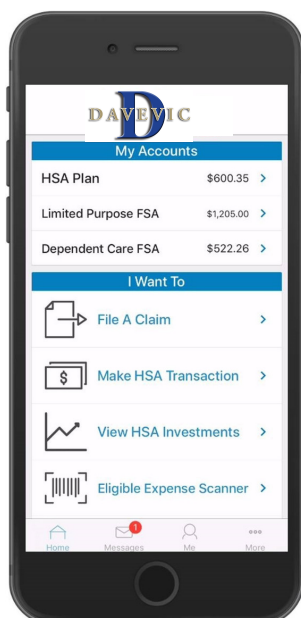
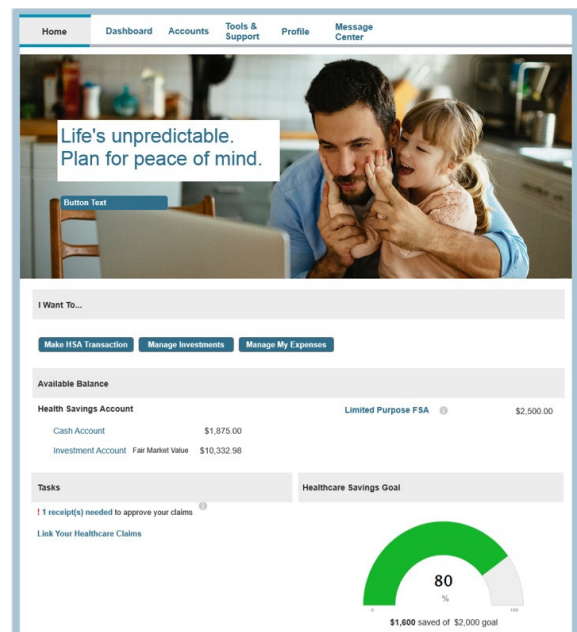
Great News!

Your Employer has contracted with Davevic Benefit Consultants to offer a services platform that makes it easier for you to manage your account-based benefits. Below is information regarding your own consumer portal to upload a claim, check balances, and much more!

The Consumer Portal and Davevic App make managing your benefits easy!

An easy-to-use **Consumer Portal** will allow secure, 24/7 access to your accounts to:

- Check your up-to-the minute plan balances
- View all plan, claims, and payment details
- File claims and submit receipts online
- View upcoming reimbursements
- Sign up for direct deposit.. and much more!



The handy **Davevic App**:

- Access available account balances on your iPhone®, iPod Touch®, iPad®, or Android®-powered device
- Submit claims and receipts using your device's camera
- Receive account balances and selected alerts via text message on any mobile device

EMPLOYEE & CONSUMER PORTAL GUIDE



Welcome to your Davevic Benefit Consultants Consumer Portal.

This one-stop portal gives you 24/7 access to view information and manage your Flexible Spending Account (FSA) and Health Reimbursement Account (HRA).

Consumer Portal access enables you to:

- File a claim online
- Upload receipts and track expenses
- View up-to-the-minute account balances
- View your account activity, claims history and payment (reimbursement) history
- Report a lost/stolen Card and request a new one
- Update your personal profile information
- Change your login ID and/or password
- Download plan information, forms and notifications

LOGGING ON TO THE HOME PAGE:

1. Go to www.davevic.com
 2. Under the login center, click FSA/HRA Claims Portal
 3. Click Go.
 4. Enter the below information as an **Existing User**:
Login ID: **first initial, last name, last 4 digits SSN** (no spaces)
Password: **davevic1**
 5. Click **Login**
- You will be prompted to change your password once you login.
Reminder: Your password is required to be changed every 90 days You can change it by clicking "Forgot Password" on the login page.

The **Home Page** is designed for easy navigation:

- Easily access the **"I Want To"** section which contains the most frequently used features.
- **Available Balance** links to the Account Summary page, where you can see and manage your accounts.
- The **Message Center** section displays alerts and relevant links that enable you to keep current on your accounts. You will also be able to view claim denials and emails sent from Davevic.
- The **Quick View** section graphically displays some of your key account information.

You can also hover over the tabs at the top of the page.

For more information please contact us toll-free 800-854-4099 or checkout our website: www.davevic.com

