



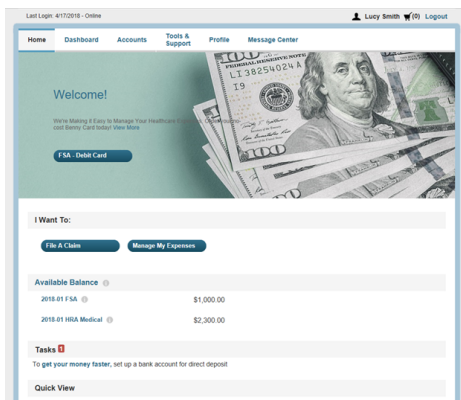
Important Benefits Announcement

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!

These features are available to make managing your benefits as easy as 1-2-3!

1. 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 detail
- File claims and submit receipts online
- View upcoming reimbursements
- Sign up for direct deposit
- And much more!

2. A handy **Mobile Application** to:

- 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 consumer accounts.

It 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
- Update your personal profile information
- Change your login ID and/or password
- Download plan information, forms and notifications

The portal is designed to be easy to use and convenient. You have your choice of two ways to navigate this site:

1. Work from sections within the Home Page,
2. Hover over or click on the six tabs at the top.

HOW DO I LOG ON TO HOME PAGE?

1. Go to www.davevic.com
2. Under the Login Center, click FSA/HRA Portal
3. Click "Go" in the middle of the page (*There are also instructional videos for your use*)
4. Enter the below information as an **Existing User**:
Login ID: **first intial, last name, last 4 digits SSN** (no spaces)
Password: **davevic1** (You may change once you login)
5. Click **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 easy to navigate:

- Easily access the **Available Balance** and **"I Want To"** sections from the left-hand navigation area.
- The **I Want To...** section contains the most frequently used features for the Consumer Portal.
- In the left-hand column **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.
- 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.

