

Hassle-Free, Dependent Care Reimbursements with HealthEquity

Using your HealthEquity[®] dependent care reimbursement account (DCRA) to get reimbursed for ongoing—even future—dependent care claims is easy and hassle-free.

Being a parent or caregiver is hard enough—running kids back and forth to daycare, getting off work to go to a doctor’s appointment, finding time for yourself. But now, there’s one part of parenting and/or care giving that just got easier—getting reimbursed for daycare and dependent care expenses from your HealthEquity[®] DCRA.

Submit Once.

Get Automatically Reimbursed Again and Again.

Never submit weekly or monthly reimbursement requests again. Just enter one claim for the entire plan year, and recurring payments will be made to you as funds become available in your account. No hassle, no recurring effort.



Visit your member portal to set up hassle-free, automatic dependent-care reimbursements today.

If you have any questions or need assistance, simply contact the HealthEquity Member Services team at 866.346.5800. Live specialists are available 24/7/365.

Set Up Hassle-Free, Automatic Dependent-Care Reimbursements Today

First, if you have not already, set up electronic funds transfer (EFT).
You can choose to receive a check, but EFT is faster.

1. Log in to your member portal.
2. Go to “My Profile.”
3. Select “Add/Edit” under “External Accounts” under “Account Information.”
4. On the “Accounts Setup for Electronic Funds Transfer” screen, select “Add New.”
5. Enter your account information, using the sample image as a guide.
 - ▶ Select, “This account will be used for reimbursements only.”
6. Select “Authorize.”

Know Which Expenses Qualify and Which Do not

See www.healthequity.com/ResourceCenter/LearnAboutFSAs/QualifiedDCFSAExpenses or *IRS Publication 503—Child and Dependent Care Expenses*. Note that kindergarten and school tuitions are not qualified DCRA expenses.

You are now ready to set up your future dependent-care reimbursements.

1. Select “Reimbursements/Payments” under “My Money.”
2. On the “Choose Account” screen, select the appropriate “DCRA” account and select “Enter claim record and send payment” buttons.
3. Select “Next.”
4. On the “Payment Type” screen, select “Reimburse Me.”
5. Select “Next.”
6. On the “Expense Details” screen, select “New” and complete the “Record keeping information” section.
7. Select “Next.”
8. On the “payment detail” screen, enter the requested amount for reimbursement. You will be paid as funds become available in your account.
 - ▶ For annual payments, enter the full election amount.
 - ▶ Reimbursements will only be sent if there are funds available in your account. If no funds are available, your reimbursement will be sent when your employer deposits money into your account.
10. Select “Reimbursement Type (check or EFT).”
11. Select “Next.”
12. Complete and submit a Dependent Care Reimbursement Account Reimbursement Form found under Forms and Docs on your member portal.
 - ▶ Include the date span you are requesting reimbursement for
 - ▶ Have your care provider sign and date the form.
 - ▶ Sign and date the form yourself.
 - ▶ Upload your completed form or fax it to HealthEquity.
 - **To Upload:** scan the completed form, save it to your computer, and attach it to the claim.
 - Under “My Money,” “Reimbursement Account Detail,” select “DCRA” from the reimbursement account dropdown.
 - Select “Pending Claims.”
 - Select applicable claim ID number.
 - Select “Add Documentation.”
 - Select “Browse” and “Upload Image.”
 - **To Fax:** send completed form to 801.999.7829 and write the applicable claim ID number on the form.