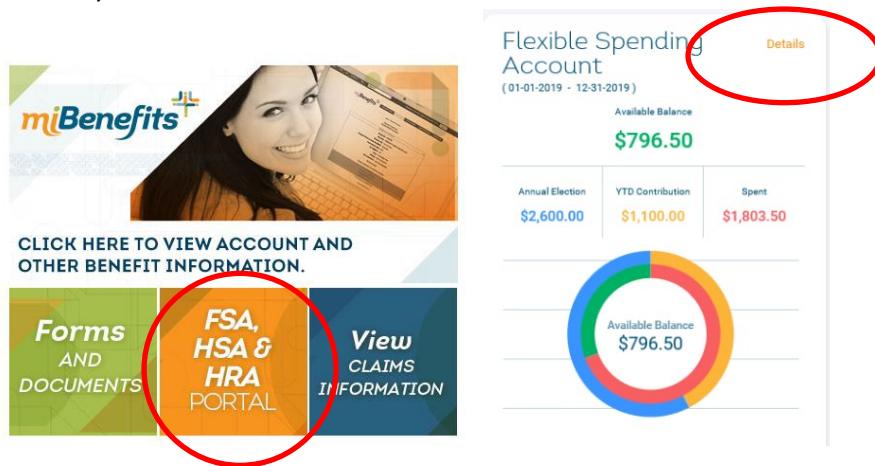


How to enroll in Direct Deposit for CDH Reimbursements

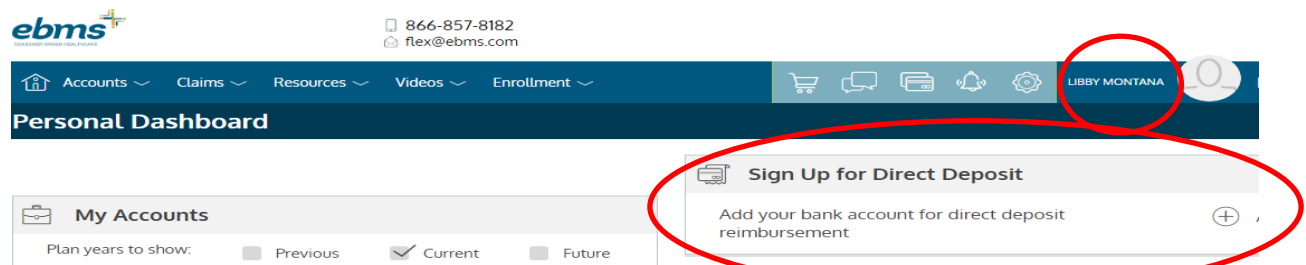
**Please be sure to have your check book or bank account information handy before you start!

Please access your MiBenefits account at www.ebms.com. Once logged into miBenefits, click on portal button that matches your account:



This will take you to the Personal Dashboard for the flexible spending account where you can sign up for direct deposit or update your bank account information. Your computer must be set to allow pop-up windows.

To set up direct deposit for your flex reimbursements, click on the “ADD” button inside the “Get Reimbursed Faster” option on the top right-hand corner of the screen or click on your name inside the blue bar at the top of the screen.



You will change the Reimbursement Method from check to direct deposit and populate the required information, click the box agreeing that you agree to receive your reimbursements via direct deposit and click Save. You can change your bank account information at any time by choosing Edit, entering the updated bank account information and clicking on Save.

Reimbursement Method

Check Direct Deposit

Bank Name *
Account *
Re-enter Account *
Account Routing *
Re-enter Routing *
Bank Account Type: Saving

Check example
Name _____ Date _____
Address _____
Pay to the order of: _____
Your bank
Routing Number: 23321231 234511 23456789123
Check # Account Number

Please note: The order of Routing, Account and Check numbers will vary from financial institution to financial institutions and will not necessarily be in the same order as shown above.

EDIT SAVE CANCEL

Validating the Direct Deposit Account

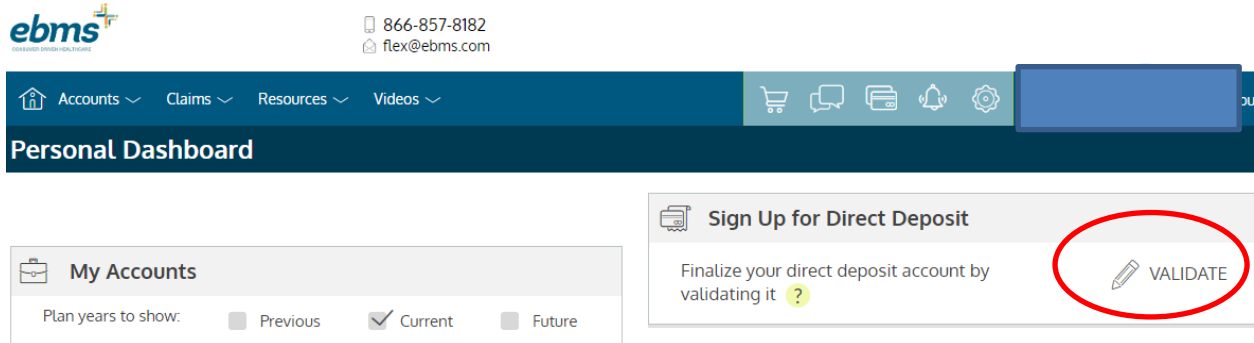
Please complete the validation process within 3 business days of entering the direct deposit information to ensure prompt payment from the flexible spending account.

You will have to login to your personal banking account and look for two small deposits and one withdrawal; this will show up in your accounts within 1 business days. The screenshot below is an example of the amounts that can possibly show up in the account.

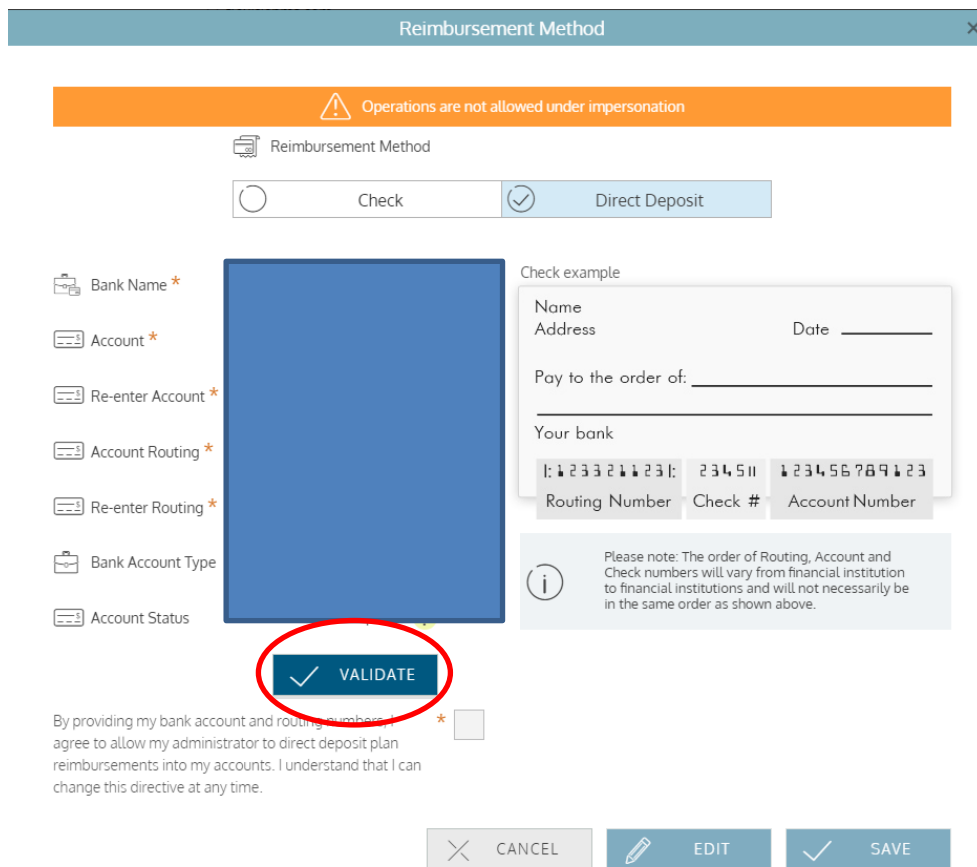
SHOW DETAILS

Pending	
ACH / MBI ; SETL	-\$0.22
Nov 19, 2019	
ACH TRANS / MBI ;112019;SETL	\$0.14
ACH TRANS / MBI ;112019;SETL	\$0.08

You will then have to take these amounts and login to you Mibenefits account and navigate to your Personal Dashboard and click on the Validate your account.



You will be directed to review your account information and then click on the Validate button:



You will be directed to enter the validation numbers from your banking account and hit the submit button:

The screenshot shows a dialog box titled "Reimbursement Method" with a close button (X) in the top right corner. Inside the dialog, there is an information icon (i) and a text box that reads: "To help verify the ownership of your account, we have made two small deposits (less than a dollar) and one off-setting credit to your bank account. Validate your account by providing us with the **exact** amounts." Below this text are three input fields, each with a small icon to its left and an asterisk to its right. The first field is labeled "Amount 1 *" and contains the value "0.08". The second field is labeled "Amount 2 *" and contains the value "0.14". The third field is labeled "Amount 3 *" and contains the value "0.22". At the bottom of the dialog, there are two buttons: "CANCEL" with a close icon (X) and "SUBMIT" with a checkmark icon (✓).

If the validation has been completed the screen will update with the message below:

The screenshot shows the same "Reimbursement Method" dialog box, but now it displays a success message. The information icon (i) and the explanatory text are still present. Below the input fields, a new message is displayed: "Validation was successful. Now your direct deposit bank account is active." This message is circled in green. At the bottom of the dialog, there is a single button labeled "OK" with a checkmark icon (✓).

Anytime the reimbursement method is updated you will receive an email or text depending on your notifications settings that a change has occurred on your account.