

NGE's FSA Next Day Pay

NGE now offers FSA Next Day Pay service! Submit your reimbursement request with documentation online through the NGE Participant Portal by 3PM ET M-F, and NGE will process your reimbursement request that day. Your funds will be released the following business day!*

To take advantage of the FSA Next Day Pay service, you must file your reimbursement request entirely online and attach your documentation. In order to submit claims online you must be a registered user on the NGE Participant Portal. If you need to register as a user, please follow the step-by-step instructions listed below.

To really speed up the processing of your reimbursement requests, make sure you are utilizing direct deposit. Direct deposit forms can be found at <http://www.nextgenerationenrollment.com/participants/fsa/forms-and-faqs/>. Use NGE's FSA Next Day Pay service to expedite the processing time and get your money in your hands faster!

**Please note some clients request that NGE release funds according to a specific schedule. Therefore, we are not able to release funds every day for a small handful of clients. However, the vast majority of participants will have their direct deposit initiated the next day or their check will be in the mail.*

How to Access Your Flexible Spending Account Online

1. Using your web browser, navigate to www.nextgenerationenrollment.com.
2. Click on the "Participants" icon.
3. Click on "FSA/HRA/HSA Plan Participants."
4. Click on "FSA/HRA/HSA System Login."
5. You will be redirected to the NGE Participant Portal.

First time users must click on "Register"

- ▶ To best use this system, you may need to disable any pop-up blockers.
- ▶ **User Name**- create your own user name
- ▶ **Password**- create your own password
- ▶ **Employee ID**- first letter of your first name, up to the first six letters of your last name and the last four digits of your SSN. For example, if your name was Jane Williams and the last four of your SSN was 1234, you would enter jwillia1234 as the Employee ID
- ▶ **Registration ID**- Select Employer ID and enter your employer ID or select Card Number from the drop down and enter your Benefits MasterCard number.
- ▶ **Follow the remaining steps to register.** (If you are unable to set up your account, use the Chat button for assistance)

Returning Users: Click on "Log In" Enter your user created User ID and unique password. If you have forgotten your user ID please contact NGE to get it by clicking on the chat button or calling us at (888) 266-1732.

After you have successfully created an account, you will have the ability to submit claims, check your balance, update your personal information, and view past claims. You may occasionally have to use your Employee ID again to reset your password. Your password will expire after 90 days.

continued on next page

How to Submit a Claim Online

1. To submit a claim online, log in to the NGE Participant Portal. Then under **"My Accounts,"** click on **"Reimbursement Request"**. Click **"Add New"**.
2. Enter the **Date of Service** (this is the date you went to the doctor, bought the prescription, or the date range for dependent care, etc.)
3. Enter the dollar amount of the service or item.
4. Select to whom the service was provided, either yourself or your dependent. You may also select the employee name for all claims. If you prefer to itemize your expenses by family member and your dependent is not listed, you may request to have them added by utilizing NGE's online chat service.
5. Enter the provider's name.
6. Select the **Account Type** in the drop down menu to select appropriate plan type (FSA Healthcare, FSA Dependent Care, etc.)
7. Upload your supporting documentation to substantiate the purchase. If you choose to upload the receipt, there is no need to fax or mail your claim form and receipts to NGE.
8. Use the notes section for any comments.
9. If you have additional claims to enter, select the **"Add New"** option and repeat steps 2-8.
10. Click **"Ok"** when you are finished entering your claims and you have uploaded all receipts. Next click on the **"Certification Box"** and click the **"Submit"** button.
11. Click on **"View Claims Submittal Form"** and save this for your records. If you did not upload your receipt, print and send this form with your receipt or itemized bill to Next Generation Enrollment. These can be faxed to (877-767-8804. If you prefer to mail your form and receipts, please send to P.O. Box 527, Ada, MI 49301. **Note that if you are not able to upload your receipts directly into the online portal, then NGE's FSA Next Day Pay service does not apply.**
12. Please keep all receipts and original documentation as required by the IRS.