

Get your Money FASTER.

Choose direct deposit today for your healthcare claim reimbursements!

More and more employees choose direct deposit to receive their funds because of its reliability and quick turnaround. With direct deposit, you can receive your funds electronically directly into your accounts with peace of mind and without the hassle of paper.

Why Direct Deposit?

It's Reliable

Direct deposit is a safer way to transfer your money back into your account for your claim reimbursements electronically. By using a secure site and transferring the money electronically, the check is passed through less hands than with a paper copy. Keep your money safe without running the risk of losing your check – and saving the trip to the bank!

It's Quick – Get Your Money Back Faster!

Using direct deposit, your funds are automatically transferred to your account, usually allowing the funds to be used almost instantaneously. Once your funds hit your account, your claim has been reimbursed.

It Saves You Money

Skip the check cashing fees, and use direct deposit free of charge. Direct deposit requires less planning and time for you.

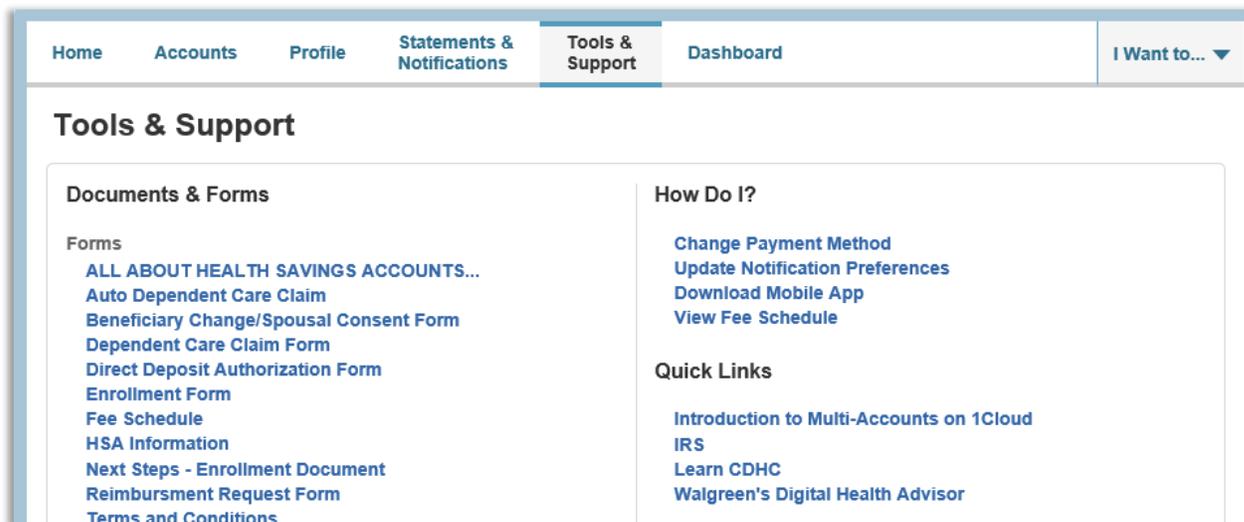
It's Simple

Save the errand of running to the bank, and the paper! Direct deposit is a great way to help the environment and to go green. Be sure to add your email address to your profile to receive “Advice of Deposit” notifications when money has been transferred to your account. Plus you can be more proactive in taking care of your money.

How do I get started?

Sign up is easy and online with our Employee Portal. To enroll in direct deposit, follow these simple and quick steps:

1. Under the **Tools & Support** tab, click **Change Payment Method** located under the **How Do I** section.
2. Select **Direct Deposit** and click **Change Payment Method**. The **Add Bank Account: Direct Deposit Setup** page displays.
3. Enter your bank account information, and click **Submit**.
4. The **Payment Method Changed** confirmation displays.



Unsure if you are signed up for direct deposit? On the Employee Portal, you'll see a message in the Message Center if you have not yet setup direct deposit. You can simply click on the link in the message center to enroll.

Your designated bank account for direct deposit can be easily managed under the **"Profile"** tab of the Employee Portal if you need to make a change.

Questions?

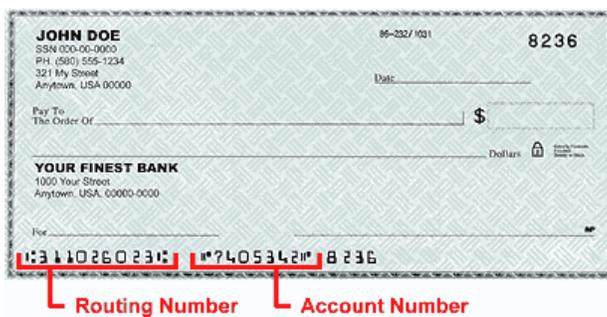
Contact Pro-Flex Customer Service at (716) 633-2073 or toll free at 1-855-847-9069 if you have additional questions regarding direct deposit.

Step 1: Participant Information

*=Required Fields

<p>*Employer Name (Do not abbreviate)</p> <input style="width: 95%;" type="text"/>	<p>*Participant Name (First, MI, Last)</p> <input style="width: 95%;" type="text"/>
<p>*Email Address (all direct deposit notifications will be sent via email)</p> <input style="width: 95%;" type="text"/>	<p>*Social Security Number</p> <input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/>
<p>*Bank Name</p> <input style="width: 95%;" type="text"/>	<p>*Account No.</p> <input style="width: 95%;" type="text"/>
<p>*Transit (ABA) No.</p> <input style="width: 95%;" type="text"/>	

*Please check account type: CHECKING SAVINGS



(Attach a voided check or deposit slip here)

Step 2: Authorization

I authorize Pro-Flex Administrators LLC and the bank listed above to deposit my claim reimbursements directly into my bank account listed above. If funds to which I am not entitled are deposited to my account due to error or any other reason, I authorize Pro-Flex Administrators LLC to direct the bank to return said funds to Pro-Flex Administrators LLC.

I understand that my deposit may not be credited to my account for up to three business days after the transaction has been sent to the bank for processing.

I understand that this authorization will remain in effect unless I advise Pro-Flex Administrators LLC in writing that I have revoked it. Furthermore, I understand that it is my responsibility to notify Pro-Flex Administrators LLC of all future changes to my bank account number and routing number. If I fail to notify Pro-Flex Administrators LLC of changes of this nature, I will be responsible for reimbursing Pro-Flex Administrators LLC for all applicable bank charges.

SIGNATURE OF PARTICIPANT _____ DATE _____

Step 3: Micro-Deposit Validation

Once your bank account has been added, micro-deposit validation must be completed by following the steps below:

- 1) Pro-Flex will send a micro-deposit to your bank account within 1-3 business days. If an email address is on file, Pro-Flex will notify you once this occurs.
- 2) Confirm with your financial institution the micro-deposit has been received and record the amount.
- 3) Login to the Pro-Flex Employee Portal at www.proflextpa.com.
- 4) In the "Tasks" section of the Employee Portal home page, click "One or more bank accounts require activation" hyperlink.
- 5) Enter the micro-deposit amount to activate your direct deposit.

Please fax this completed form to Pro-Flex Administrators, LLC: 716-929-2013 or toll free 1-855-214-8987
or mail to: Pro-Flex Administrators, LLC, 8321 Main Street, Williamsville, NY 14221