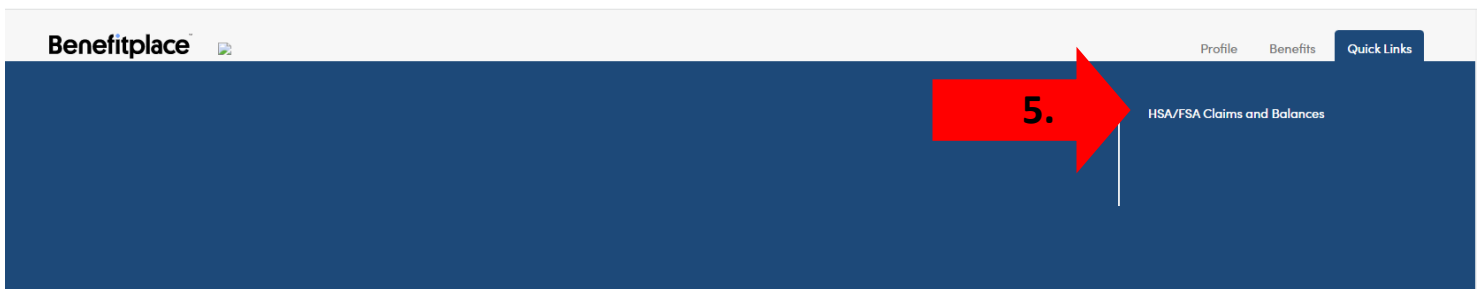
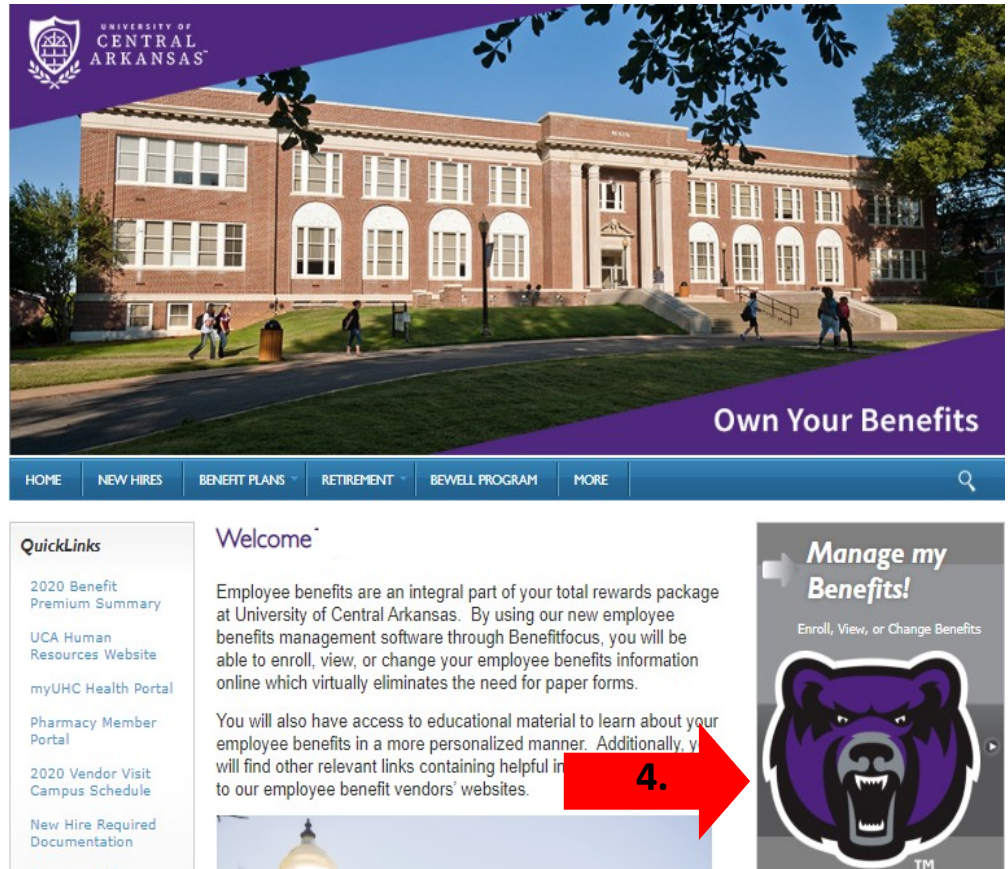


# Easy Access to your HSA or FSA

## Get started:

1. Go to <http://my.uca.edu>, and log in using your UCA credentials. Do not use Internet Explorer.
2. At the bottom of the page, search myUCA for **My Employee Benefits**. The My Employee Benefits task bar should appear.
3. Click on the **My Employee Benefits** icon to land on the Communications Portal Homepage.
4. Click the **Purple Bear** or “**Manage my Benefits!**” to enter the Benefits Portal.
5. In the Benefits Portal Homepage, hover over **Quick Links** in top right corner then click **HAS/FSA Claims and Balances**.



## FSA/HAS Claims Center:

Here you will find your current HSA/FSA claims and balances. You will also be able to submit claims for reimbursement, send payments, upload receipts and manage expenses.

