## Easy Access to your HSA or FSA

## Get started:

- Go to <u>http://my.uca.edu</u>, and log in using your UCA credentials. Do not use Internet Explorer.
- At the bottom of the page, search myUCA for My Employee Benefits. The My Employee Benefits task bar should appear.
- Click on the My Employee Benefits icon to land on the Communications Portal Homepage.
- Click the Purple Bear or "Manage my Benefits!" to enter the Benefits Portal.
- 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.

## Benefitfocus

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