

Important Information About Your Flexible Spending Account

First Financial Administrators, Inc. is your Flexible Spending Account Administrator.

With First Financial, you will have access to FF Flex Mobile App, Flex Portal, Text Alerts and much more!

Flex Benefits Card

The Flex Benefits Card is available to all employees that participate in a Healthcare and/or Dependent Care Day FSA. The Benefits Flex Card gives you immediate access to your money at the point of purchase. Cards are available for participating employees and their spouse, upon request.

HELPFUL FF Flex Mobile App

Managing your FSA on-the-go is easier than ever with the *FF Flex Mobile App*. This powerful, intuitive mobile app gives you access to your accounts right from your Android or Apple mobile device. Securely check balances, request reimbursement, upload receipts and view transaction details *all from your smartphone or tablet.*

FSA Store - www.ffga.com/fsaextras

First Financial has partnered with the FSA Store to bring you an easy to use online store to better understand and manage your Flexible Spending Account (FSA). Shop at the FSA Store for eligible items from bandages to wheel chairs and thousands of products in between, browse or search for eligible products and services using the FSA Eligibility List, and visit the FSA Learning Center to help find answers to questions you may have about your FSA.



Flex Portal

Our FSA Portal is a secure online site that you can access by logging into your account on www.ffga.com.

Flex Portal and App Features:

- » Access account information
- » View card details and profile information
- » Submit claims using an electronic claim form
- » View pending claims
- » Upload receipts and documentation
- » Receive alerts
- » Sign up for direct deposit for manual claims
- » Register your phone to receive text alerts

FFGA.com

We have additional and helpful information available to you on our website. Visit www.ffga.com to find claim forms, FF Flex mobile app users guide, flex portal guide, instructions for downloading the flex app and much more.

Save Your Receipts!

The IRS requires validation of transactions. Upon request, you will have 60 days from the date of the transaction to provide documentation. Failure to provide documentation will result in suspension of your card privileges until the necessary documentation is received. With our updated system we will be sending receipt notification using the email address you provided during open enrollment.

REMINDER: *If you or your spouse participate in a Qualified High Deductible Health Plan and contribute to a Health Savings Account, you are not eligible to enroll in Medical Reimbursement.*

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