

Reimbursement by Direct Deposit

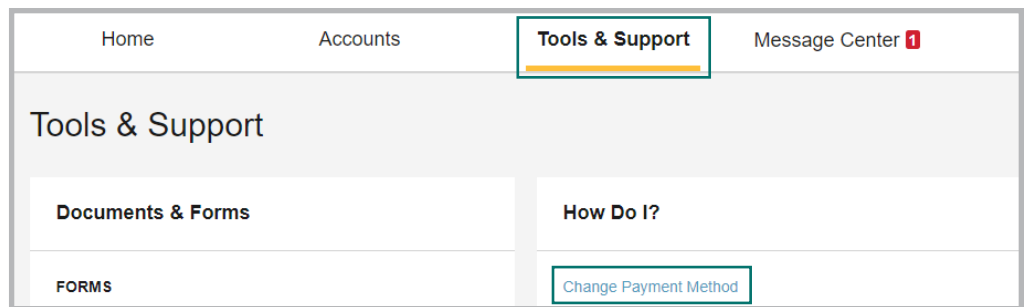
Quickest Way to Receive Reimbursements

If you choose to submit a reimbursement instead of using the Chard Snyder Benefit Card to pay for eligible expenses, sign up for direct deposit. It's the fastest way to get your money back. Payments made via direct deposit into your personal checking or savings account will arrive more quickly (usually 2-3 business days) than waiting for a reimbursement check by mail (could take 1-2 weeks).

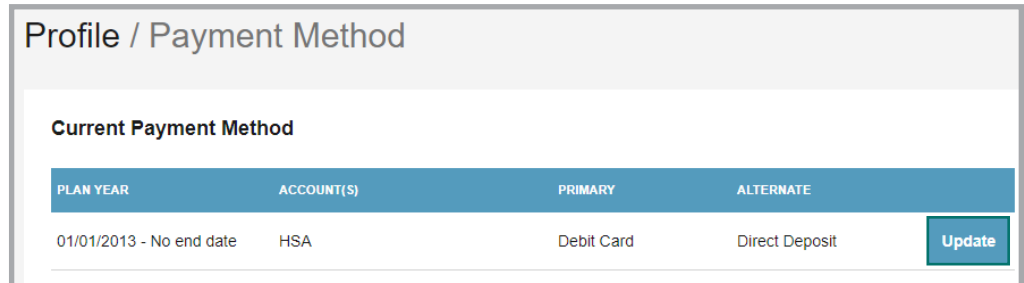
Sign Up for Direct Deposit

Sign up for direct deposit online through your Chard Snyder account to get your reimbursements quickly. Follow the steps below:

1. Log in to your [Chard Snyder online account](#)
2. Select the **Tools & Support** tab
3. Under the *How Do I?* section, select **Change Payment Method**
4. Under *Current Payment Method*, select **Update**
5. Select **Direct Deposit** under *Alternate Payment Method* and click **Submit**
6. If you have not previously added your bank account information, the *Add Bank Account* page will display. Enter your information and select **Submit**.

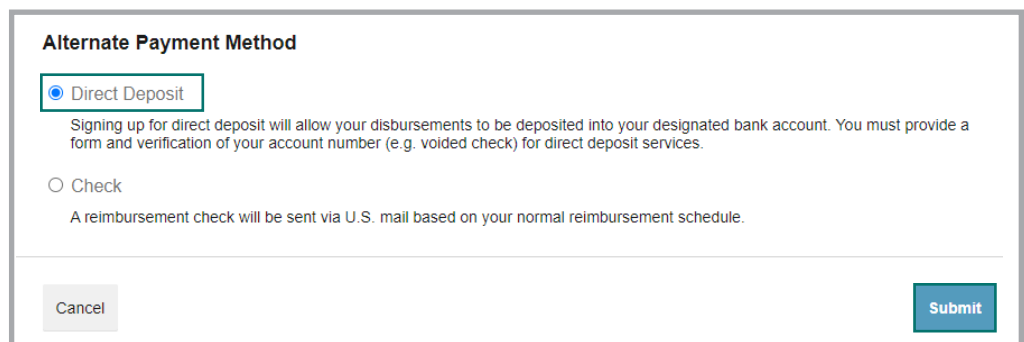


The screenshot shows the top navigation bar with tabs for Home, Accounts, Tools & Support (highlighted with a red box), and Message Center. Below the navigation bar is the 'Tools & Support' section, which is divided into 'Documents & Forms' and 'How Do I?'. Under 'How Do I?', the 'Change Payment Method' link is highlighted with a red box.



The screenshot shows the 'Profile / Payment Method' page. Under the 'Current Payment Method' section, there is a table with the following data:

PLAN YEAR	ACCOUNT(S)	PRIMARY	ALTERNATE	
01/01/2013 - No end date	HSA	Debit Card	Direct Deposit	Update



The screenshot shows the 'Alternate Payment Method' selection screen. The 'Direct Deposit' radio button is selected and highlighted with a red box. Below the radio buttons, there is a description for each option. At the bottom right, there is a 'Submit' button highlighted with a red box.

Alternate Payment Method

Direct Deposit
Signing up for direct deposit will allow your disbursements to be deposited into your designated bank account. You must provide a form and verification of your account number (e.g. voided check) for direct deposit services.

Check
A reimbursement check will be sent via U.S. mail based on your normal reimbursement schedule.

[Cancel](#) [Submit](#)

Once the steps have been completed, a confirmation page will display.

If there is a bank validation requirement, you will be notified on your account to look for a small transaction or “micro-deposit” in your designated bank account in the next couple of days to enter online, which will validate your account.