How to Access Your Reimbursement Account Online

To view your account balance, report a lost or stolen card as well as submit a claim, first you must access your account using the PlanSource System. Please note: To best use this system, you may need to disable any pop-up blockers.

Using your web browser, navigate to https://plansource.wealthcareportal.com

First time users must click on **"Register"**

- **Username** – Create your own username
- **Password** – Create your own password
- **Employee ID** – Is your social security number
- **Registration ID** – Select Employer ID and enter NGE8X8INC (all capital letters)
- Follow the remaining steps to register

Returning Users: Click on "Log In" Enter your user created User ID and unique password. If you have forgotten your user ID please contact PlanSource for assistance by calling 888-266-1732, option 2 for reimbursement support.

After you have successfully created an account, you will have the ability to submit claims, check your balance, update your personal information, and view past claims. You may occasionally have to use your Employee ID again to reset your password.

How to Submit a Claim Online

To submit a claim online, first you must access your account using the Participant Portal as instructed above.

1. Under "My Accounts" click on "Reimbursement Request". Click "Add New".
2. Enter the Date of Service (this is the date you went to the doctor, bought the prescription, or the date range for dependent care)
3. Enter the dollar amount of the service or item.
4. Select who the services were provided to, either yourself or your dependent. If your dependent isn't listed, you may add them under your profile. You may also select the employee name for all claims.
5. Enter the provider's name.
6. Select the Account Type using the drop-down arrow to designate the appropriate plan type (FSA Healthcare, FSA Dependent Care, etc.)
7. You must attach receipts to each claim.
8. Use the notes section for any comments.
9. Click "Ok" if you are finished. If you have additional claims to enter, select the "Add New" option. Once you are done entering all claims, click on the "Certification Box" and click the "Submit" button.
10. Please keep all receipts and original documentation as required by the IRS.