



The following is helpful information relating to your FSA.

The BRI website provides access 24/7 for account activity, forms, Plan documentation, and much more. You can access the website at www.BenefitResource.com and log in as follows:

- Company Code:** WSBOCES (Can be typed in using upper or lower case font)
- 9 digit Employee Member ID:** Your Member ID is the first five digits of your District Tax ID # (see chart below) plus the last four digits of your SS#. Do not use spaces or dashes.
- Password:** Default Password is set to your 5-digit home zip code. You will be prompted to change this password upon initial login.

You should review your Plan Highlights for pertinent information regarding your FSA, such as:

- Timeframes for dates of eligible services and claim submission;
- What happens to any unused FSA funds at the end of the plan year.

For Beniversal[®] Cardholders:

- After activating your Beniversal Card, it may only be used to pay for eligible medical services at qualified merchants.
- The Beniversal Card may only be used to pay for eligible medical services after they have been provided. The IRS allows one exception: eligibility of orthodontia expenses can be based either on date of payment, date of service, or payment due date on coupon/statement.
- You must *SAVE ALL RECEIPTS* in case expenses need followup (per IRS regulations). BRI will contact you if followup is required.
- Payment of a current Plan Year service with the Beniversal Card must be completed before the Plan Year ends.
- Once a new Plan Year begins, only Medical FSA funds associated with the new Plan Year will be available on the Card. To access any remaining prior Plan Year account balance, you must submit a claim for reimbursement of eligible services.
- Purchases made with a Beniversal Card should never be submitted for reimbursement.

For FSA claim reimbursement:

- You must submit a claim form, along with all related documentation by using one of the following four options:
 - Submit the claim using the BRiMobile app on your smartphone
 - Submit the claim online when securely logged in as a participant at www.BenefitResource.com
 - Mail to the Benefit Resource address listed on the claim form
 - Fax to the number listed on the claim form
- Claims will be processed each Wednesday.
- Claims must be received by BRI at least five (5) business days prior to the scheduled processing date.

If you have any questions regarding this Plan, please feel free to contact our Participant Services Department: (800) 473-9595, Monday-Friday 8am-8pm ET, or email: ParticipantServices@BenefitResource.com.

District ID	School District Name
54381	Amityville
54382	Babylon
54384	Bay Shore
54385	Bellmore Merrick
54386	Center Moriches
54387	Central Islip
54388	Cold Spring Harbor
54389	Commack
54390	Connetquot
54391	Copiague
54392	Deer Park
54412	Deer Park Library
54414	East Mdw Library
54394	Eastport So Manor
54396	Elwood
54397	Farmingdale
54398	Hauppauge
55653	Island Park
54415	Jericho Public Library
54400	Kings Park
55652	Lindenhurst
54401	Massapequa
54402	North Babylon
54403	North Bellmore
54404	North Merrick
54405	Northport
54417	Plndg Public Library
54419	Plnvw Bthpg Library
54406	Pt. Jefferson
54407	West Babylon
55659	Western Suffolk BOCES
54408	West Islip
54409	William Floyd