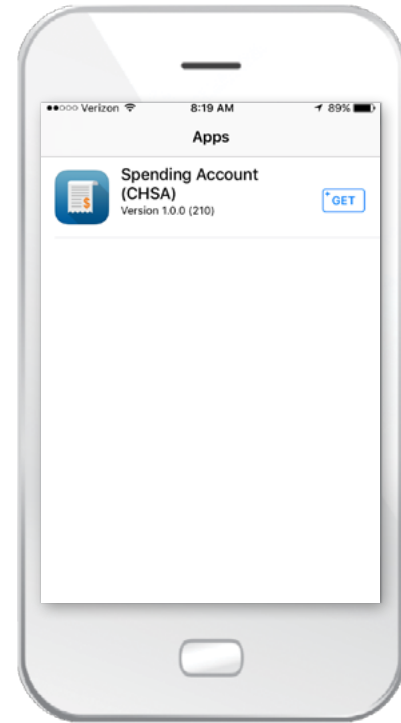Spending
Accounts
by WageWorks

Spending Account (CHSA) Mobile App

Manage your Spending Account on the Go

WageWorks is dedicated to providing you with a safe, secure, and dependable Mobile Spending Account service. You can be confident that the transactions performed using our Mobile Service are secure, provided you adhere to the terms and conditions governing the service.

### Download the Free Spending Account (CHSA) Mobile App

• Visit the Google Play Store or Apple App Store

• Search for *Spending Account (CHSA)*. Be aware that WageWorks has multiple apps, so be sure to select Spending Account (CHSA).

• Click *Install*

• The Spending Account (CHSA) Mobile App will be downloaded and installed on your phone

Login to Your Mobile Spending Account

• Tap the CHSA icon on your phone

• Type your username and password. These are the same credentials you use to log in to the MySpendingAccount website.

• Select *Login*

Note: If you do not have an existing username, please go to myspendingaccount.wageworks.com and select *New Users - Register Here.*
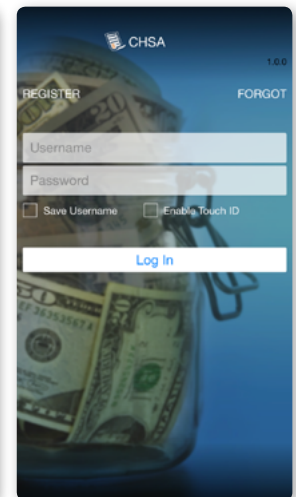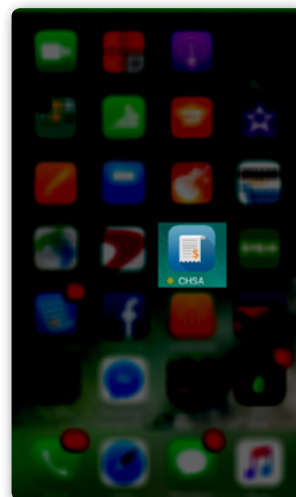
The home screen will show you options to submit a claim or receipt validation, claim and activity details and all your current accounts.

- Scroll down to see more current accounts and recent claims.

- Tap *Submit Receipt or Claim* to validate a card transaction or submit a new claim for reimbursement.
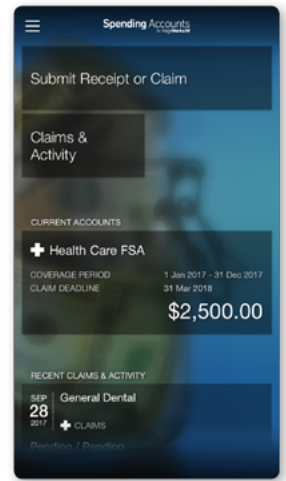
How to Submit Claims

After selecting *Submit Receipt or Claim,* select the plan type that matches your claim (i.e. health care, dependent care, commuter, fitness, etc.). Then follow these easy steps:

1. Enter your *Provider* information.

2. Select your *Date of Service*.

3. Select your *Service Description* (this will vary by your account type).

4. Enter your claim amount.

5. Take a picture of a new receipt or upload an existing receipt.

6. Certify and submit your claim.
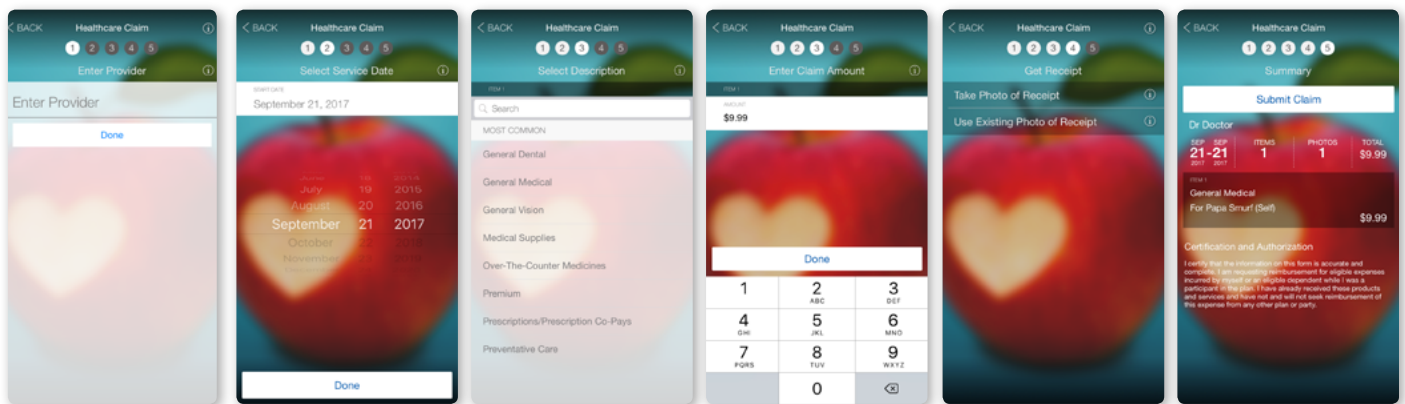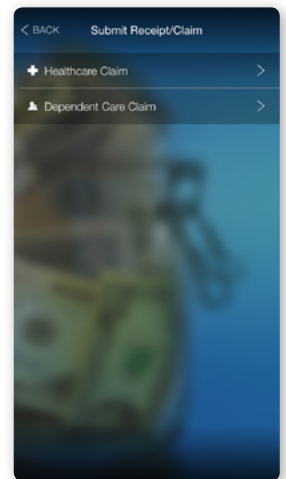
Claim Validation

After selecting **Submit Receipt or Claim,** select Healthcare Card Receipt. Then, follow these 4 easy steps:

1. Select the date of service, as shown on your card transaction.

2. Enter the amount of your card transaction.

3. Take a picture of a new receipt or upload an existing receipt.

4. Certify and submit your receipt.
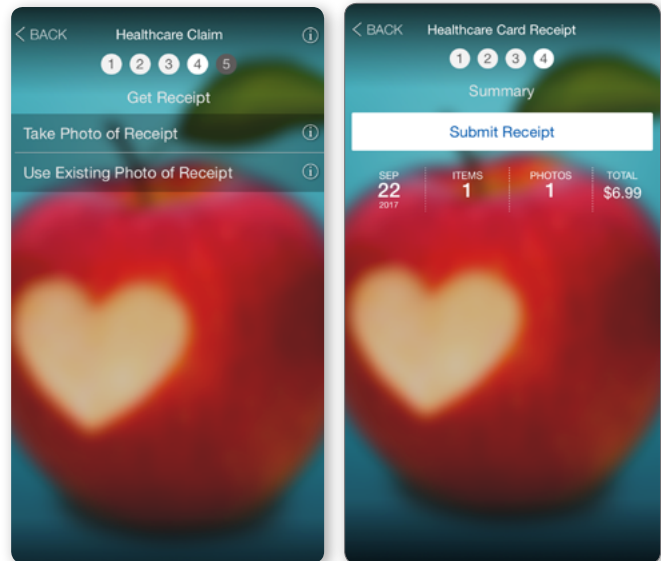
New User Registration

• New users must first register on the website. Please visit myspendingaccount.wageworks.com and select *New Users - Register Here*.

• Once your web registration is complete, return to the mobile app and log in with your credentials.
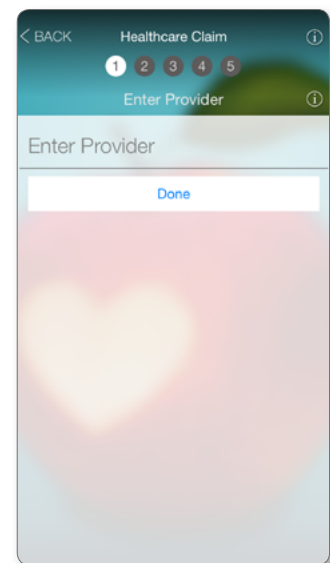
Forgot Username or Password

• If you forget your username or password, please visit our website at *https://myspendingaccount.wageworks.com* to reset it.