

## ALLEGIANCE ADVANTAGE

## GOOD NEWS FOR REIMBURSEMENT ACCOUNT PARTICIPANTS!

At Allegiance we're excited to announce we have enhanced our website, making access to your reimbursement accounts easier than ever!

Upgraded and easy-to-use features, including a true mobile application, are now available. However, you will need to change your log in credentials to access the new features. If you have questions, please call Allegiance between 7 a.m. and 6 p.m. Mountain Time M-F at 1-877-424-3570, or email us at Advantageinquire@askallegiance.com.

Last Login: 5/11/2015 - Online	
Home Accounts P	rofile Statements & Tools & Expense Tracker
I Want To File A Claim Manage My Expenses Available Balance Daycare FSA \$333.33 Health FSA \$737.62	Welcome! We're Making it Easy to Manage Your Reimbursement Accounts
	Message Center   I 1 receipt(a) needed to approve your claims  Download Mobile App  To get your money faster, set up a bank account for direct deposit
	Quick View
	Paid Claims By Category Durter Stars
	Represents all paid claims for the active plan year, including debit card, insurance premiums and claims paid directly to the health provider.

### HOW DO I LOG IN TO ACCESS MY ACCOUNTS?

- 1. Go to www.AskAllegiance.com.
- 2. Click Login.
- 3. Click **New User**.
- 4. Enter your demographic information.
- 5. Click **Submit**.
- 6. Create a username and password that you will remember.
- 7. You are now ready to log in to the enhanced website!

#### The Home Page is easy to navigate:

- Access the Available Balance and "I Want To" sections from the left-hand navigation area.
- Use one login to access all of your reimbursement accounts.
- Reference the Allegiance Website User Guide under Tools & Support for details on filing a claim and other new features.
- Stay current on your accounts with alerts and relevant links through the **Message Center**.
- View key account information through graphics in the **Quick View** section.
- Hover over the tabs at the top of the page.

### ALLEGIANCE ADVANTAGE

# **SETTING UP YOUR MOBILE DEVICE**

- 1. Using your mobile device, go to your app store.
- 2. Search for Allegiance Advantage.
- 3. Download and open the app.
- 4. Enter your system-generated username.

The pattern is as follows:

- First initial
- Last name, and;
- Last four digits of your SSN

For example, for: John Smith, SSN 123456789, 123

Main Street, Kansas, MO 64101, you would enter the

#### Username jsmith6789.

5. Enter your system-generated password.

The pattern is as follows:

- Last five digits of SSN
- State of residence abbreviation, and;
- Zip code

Using the example above, you would enter the

### Password **56789mo64101**.

- Once you've submitted this information, you will be asked to change your password.
- Then, you will be able to create a 4 digit PIN that you can easily remember to access your account.



