

# Guide to the Discovery Benefits Mobile Application



Manage your reimbursement accounts on the go!

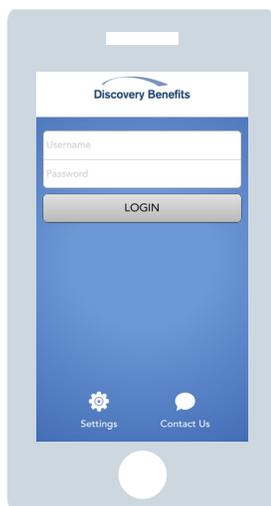
## Downloading the Mobile Application

The Discovery Benefits mobile application can be downloaded for free in the Google Play or iTunes stores. Search for "Discovery Benefits" to locate the app in your phone's online store.



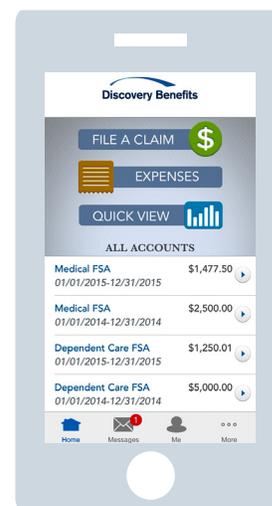
## Logging In

When the app is opened for the first time, you will need to enter the username and password for your Discovery Benefits portal. After you have successfully logged in to the mobile app for the first time, you will be prompted to set up a 4 digit PIN. From that point forward, you will be able to access the mobile app simply by entering this PIN.



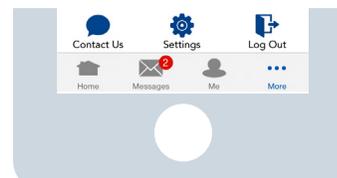
## The Home Screen

From the app's home screen, you will see options to file a claim, review expenses or get a quick view of your account information. You will also see an "All Accounts" section that lists the plans you are currently enrolled in along with plan dates and balance information. To access more details about individual plans, simply tap the name of the plan that you wish to learn more about. If you click on a plan from the home screen, you will be brought to the "Account Details" page, where you can access current plan balance, plan dates and claim history.



## The Menu

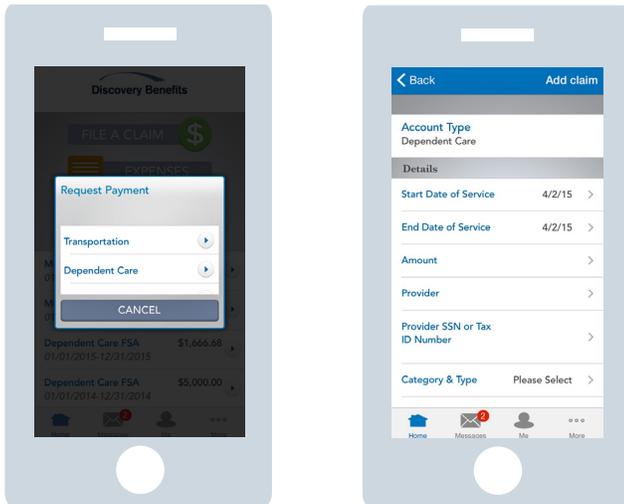
The menu bar is located at the top of the screen on Android devices and the bottom of the screen on iOS systems, and it is visible from any page of the mobile app. From the menu, you can access your home screen, the message center, your personal profile, Discovery Benefits contact information, app settings and logout capabilities.



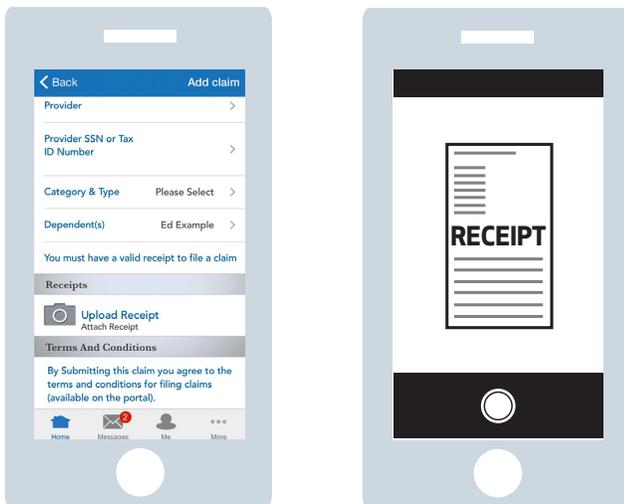
# Guide to the Discovery Benefits Mobile Application, continued

## Claim Filing

To file a new claim for reimbursement, simply tap the “File a Claim” option from the home screen. If you have multiple accounts, you will be asked to select the account from which you will be requesting payment.



After selecting the appropriate account for your claim, you will be directed to a screen where you can enter your claim details. Scroll down on this screen to upload the itemized receipt associated with your claim.

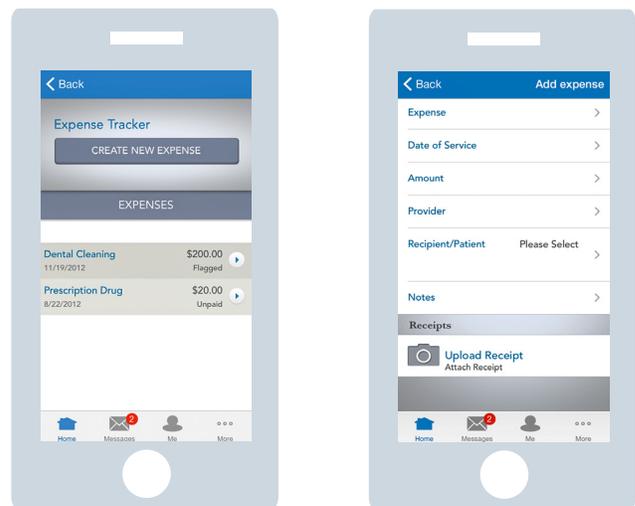


When you select the “Upload Receipt” option, the camera on your device will automatically activate to allow you to take a picture of your documentation. **Note:** The app will not allow a direct upload of images previously stored on your device.

Once you have successfully captured a photo of the documentation, your claim will be submitted for processing.

## Expense Tracker

To access your Expense Tracker, tap the “Expenses” option from the home screen. You will then be directed to the Expense Tracker screen, where you can track relevant expenses and save the associated documentation. **Note:** While the Expense Tracker works similar to the claim filing process, it is important to note that the information entered in your Expense Tracker is for your own personal record-keeping purposes only and expenses submitted here will not be automatically submitted for reimbursement.



## Quick View

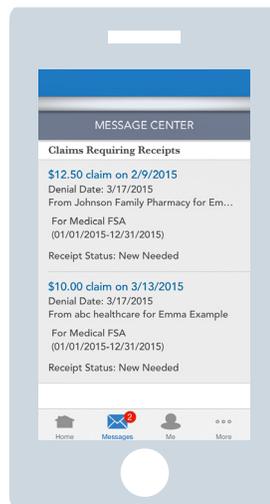
To access a quick view of your account details, tap the “Quick View” option from the home screen. The Quick View screen will provide you with basic information about your claims, elections and contributions. To see additional charts, you will need to swipe right from the “Paid Claims By Category” screen.



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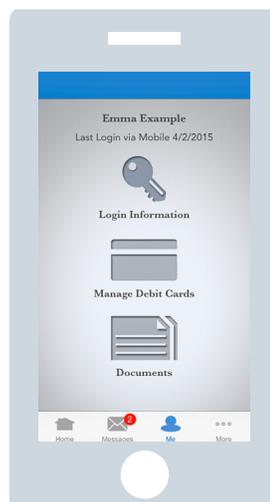
## Message Center

To access your Message Center, tap the envelope icon on the app's menu bar. If you see a red notification next to the envelope icon, this means you have one or more messages waiting for you in the Message Center. Your Message Center is where you can go to view claim information and any previously submitted documentation for outstanding claims currently requiring documentation. You can also upload required documentation for your outstanding claims from the Message Center page of the app.



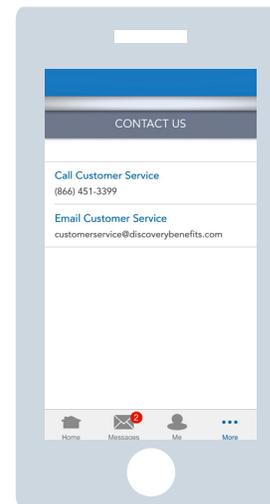
## Personal Profile

To access your personal profile from an Android device, expand the menu bar at the top of the screen and select "Me." To access your profile from an iOS device, simply click on the icon labeled "Me" on the menu bar at the bottom of your screen. From your personal profile page, you can view the name of the account holder, the date of your last login to the mobile app and any legal documentation available to you.



## Contact Information

You'll find the "Contact Us" option in two places in the mobile app — both on the initial passcode screen and on the menu bar at the top (Android) or bottom (iOS) of your screen. Clicking on either of these will direct you to a screen containing the phone number and email address for Discovery Benefits' customer service.



## Settings

You can access your app's settings by clicking on the gear icon labeled "Settings" on the menu bar. This page is where you can go to change your passcode or to see which version of the app you are using.

