

HOW TO ACCESS YOUR ACCOUNT!

Please see below for a brief description of the tools available to help you manage your account activity. Please contact our Reimbursement Team at (800) 626-3539 with any questions.

ACCOUNT ACCESS

Access to your account will be available on the first day of your plan year. At that time you may:

Go to: www.gdynamic.com

Click on: Participant Login

Temporary Username: Your first name/state abbreviation/last 5 digits of your SSN, all lower case.







Example: lisame12345

Temporary Password: Your first initial/state abbreviation/zip code, all lower case.

Example: lme04105

You will be asked to create a new username and password after your initial login.

FEATURES

-  Account balance information
-  Debit card transactions
-  Claim history
-  Download forms
-  Order debit cards (for spouse or one dependent at no additional cost if ordered within 30-days of plan year start date)
-  File a claim (some restrictions may apply)

NOTE: You can also receive email notifications about your account by providing your email address under the "Profile" tab.

REIMBURSEMENT REQUESTS

GDI DEBIT CARD: Use the convenience of your debit card. IRS regulations require you to save your receipts in the event you are asked to substantiate a card transaction.

ONLINE: Login to your account and click on "Accounts" and "File Claims." Be sure to have an electronic copy of your receipts to attach when you submit your request.

If you participate in an HRA for which online claim filing is not available or if you prefer to submit a paper claim, please see the following information:

PAPER CLAIM: Download the appropriate Reimbursement Request Form from the "Forms" tab. Complete the form, attach your documentation and file by email, fax or postal mail.

FILING OPTIONS

If you are unable to file a request for reimbursement online, please use one of the following methods to submit a request:

Email: claims@gdynamic.com

Fax: (207) 781-3841

Mail: Group Dynamic, Inc.
411 U.S. Route One
Falmouth, Maine 04105



ASSISTANCE

Our Reimbursement Team is ready to assist you. Please contact us at **(800) 626-3539**.