

## 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](http://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](mailto: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**.