Final Service & Filing Dates Handout



Step I: Log in to your online account and enter your login credentials.

Step 2: Once you've logged in, select Accounts and then click "Account Summary."

Home	Accounts	Videos & Forms	Message Center 7
ACCOUNTS	INVESTMENTS	PROFILE	I WANT TO
Account Summary	Investments	Profile Summary	File A Claim
Account Activity	Education	Banking/Cards	Make HSA Transaction
Dashboard		Payment Method	Manage Investments
Claims		Login Information	Manage My Expenses
Payments			Place Commuter Order
Statements			

Step 3: From this tab, you can view your account balances, submitted claims and Final Service and Final Filing dates by clicking on the account name.

Step 4: After clicking on the account name, a pop-up should appear that shows you your filing rules, including the final service and filing dates. If you do not see this pop-up, you may need to adjust your pop-up blocker settings to ensure pop-ups are allowed from this page.

Filing Rules: You must file claims before the final filing date with a service date no later than the final service date determined based on your current status.				
Final Service Date:	12/31/2018	Final Filing Date:	4/30/2019	
Current Status: 👔	Active	Status Effective Date: 👔	11/1/2010	

Note: All claims must be incurred by II:59 p.m. Central time on the day of your final service date and received by Mercer Marketplace no later than II:59 p.m. Central time on your final filing date.



Revised 12/03/20