BASIC offers multiple easy ways to request a reimbursement.
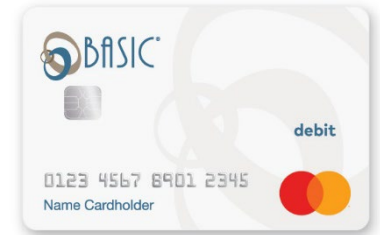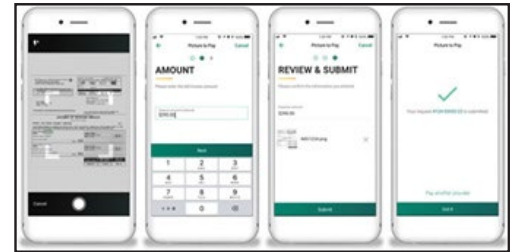
BASIC Card

The BASIC Card is the preferred and most convenient method to access avail- able account funds for all eligible expenses. It automatically pays for and substantiates most eligible expenses at the point-of-purchase, eliminating the need to submit Requests for Reimbursement and waiting for payment.

Picture to Pay

Picture to Pay makes paying an expense even easier. Open the BASIC App, click the menu option called Picture to Pay and a camera will pop up. Take a picture of the invoice, enter the amount you would like to pay, review it, and then submit. That's all there is to it!

Pay the Provider

Accessible from the Overview page and the Benefit Accounts page,
the Pay the Provider feature offers another simple and fast way to pay for an eligible expense. Click on Pay the Provider, select who incurred the expense, select the date the expense was incurred, and the expense type. Enter the amount, provider or merchant, address including unit or suite, city, state and zip code. Attach the bill by clicking on the appropriate box. This will allow you to attach a bill from the bill depository or to browse your computer to locate the appropriate bill. Review and click submit. BASIC will send payment from your account directly to your provider.

Online

If you pay for an eligible expense out-of-pocket without the BASIC Card, you can submit a Request for Reimbursement online.

1. Sign in to your account at www.cda.basiconline.com
2. From the Overview page select the green box *Request a Reimbursement*.
3. Select who the expense was incurred by, the date of the expense, and the expense date.
4. Enter the expense amount, the merchant, attach the receipt(s), and a description of the expense (optional).
5. Click Next to review your request, and then Submit reimbursement request.
6. Reimbursement is deposited into your MyCash account on your BASIC Card.
7. Spend MyCash balance using BASIC Card to buy anything!