

Subject: FSA/DCFSA Reimbursement Portal Update & New WEX Visa Debit Cards

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Sender: Human Resources (benefits@luc.edu)

Dear FSA Participants,

On January 1, 2022 benefitexpress, a WEX Company transitioned to the WEX Health reimbursement portal.

As a reimbursement plan participant, you still have 24/7 access to view information and manage your 2021 and 2022 reimbursement accounts as you always have at [www.LoyolaExpress.com](http://www.LoyolaExpress.com). Once logged in, select view my 2021 or 2022 account. The first time you access your 2022 account, you will be asked up set-up security questions.

Please note that new Visa branded WEX debit cards were mailed to your home on January 4, 2022 for your use beginning this month, January of 2022. Your new WEX Visa package will contain 2 debit cards, both in your name as the account holder. If you require additional cards for other eligible dependents, you may order the card in the 2022 portal under Accounts—Banking/Cards—Order Replacement. The WEX Visa cards are to be used only for expenses incurred in 2022.

If applicable, your 2021 carryover FSA balance will be deposited into your 2022 account balance after March 31, 2022.

Additionally, your current benefitexpress MasterCard was disabled on 12/31/2021. If you have any unreimbursed expenses that were incurred in 2021, please submit your claims for reimbursement to benefitexpress in the 2021 online portal or mobile app. Your new WEX Visa cards must be used for expenses incurred in 2022.

Attached to this email is a helpful WEX reimbursement portal FAQ document.

If you also participate in the transit/commuter spending account you will receive a separate communication in the coming days.

Thank you for your review of this information. If you have questions, please contact Human Resources at [benefits@luc.edu](mailto:benefits@luc.edu) or 312-915-6175.

Sincerely,

Human Resources