

## Flex Funding and Processing

### Set Up a Funding Account

#### 1. Group Bank Account

Using your own group bank is an easy way to manage the funding of both manually submitted claims and Debit Card transactions. The group controls and maintains their own account that claims are drawn from daily. It is the responsibility of the group to fund the account adequately to pay claims as processed and manage any unused funds.

#### 2. EBS Bank Account

Using an EBS bank account is another way to manage the funding of both manually submitted claims and Debit Card transactions. An EBS bank account is set up to fund claims as processed. EBS will initiate an ACH from your group bank to the EBS bank account as claims are processed. EBS will maintain and reconcile the EBS bank account and send the group a monthly financial statement. EBS will not be responsible for overdraft fees for underfunded accounts.

### Processing and Funding

#### Manual Claims

Manual claims sent in by your employees are processed daily. A check register will be emailed to the group the morning following processing as a notification of the checks and direct deposits that will be paid directly to your members. Claims can be held by notifying EBS prior to 9:00 AM for any claim in question. Claims cannot be held more than four business days. Funding can come from your own group bank account or an EBS bank account.

#### Debit Card transaction claims require two steps

##### 1. Set up a Minimum Fund

The Debit Card requires that a minimum fund is established to pay claims as your members use their cards for eligible expenses and services. This is calculated by taking the annual contributions divided by 365 days to establish a daily amount. The daily amount is multiplied by 10 to establish a 10 day minimum. This amount is drawn against during the week as members use their debit cards and is replenished with weekly funding.

##### 2. Weekly Funding

EBS will email your group a Bank Transaction Report detailing the amount of debit card transactions from the previous week and initiate an ACH deposit within 24 hours to cover those transactions. This will replenish the minimum fund for the next week's debit card usage. Funding can come from your own group bank account or an EBS bank account.