



Download the BASIC benefits app

The BASIC benefits app allows you to track and manage all your BASIC benefit accounts, anywhere at any time. It's a free download through the Apple Store or Google Play. Search for "BASIC benefits" and locate the blue app icon.



Sign In

If not already established, you must create an account on BASIC's Consumer Driven Accounts online at cda.basiconline.com. You will use those same login credentials to sign in to the BASIC benefits app.

View Accounts

You can view all your accounts in one place on the BASIC benefits app.

- Account(s) summary
- Annual election amount
- Available balance(s)
- Total contributions by you and/or your employer
- Total transactions and expenditures by account
- What's covered/eligibility for each account



MORE



HOME



TRANSACTIONS



MORE



BASIC WALLET



ALERTS

Click the black triangle that says MORE at the bottom of the screen to access the real power of the app. From this Quick Links menu, you can request a reimbursement, transfer MyCash funds, upload a receipt to an existing claim, submit a picture to pay a provider, and much more.

Request a Reimbursement

Click MORE, REQUEST REIMBURSEMENT, and then follow the screen prompts to complete the request.

[Incurred By](#) | [Expense Date](#) | [Expense Type](#) | [Expense Detail](#)

- For medical expenses, you are not able to choose the healthcare account because the depletion order is set by your employer/plan.
- Have your substantiation (receipt, EOB, etc.) ready to capture with device camera. Refer to your plan specifics to find if specific documentation is required.

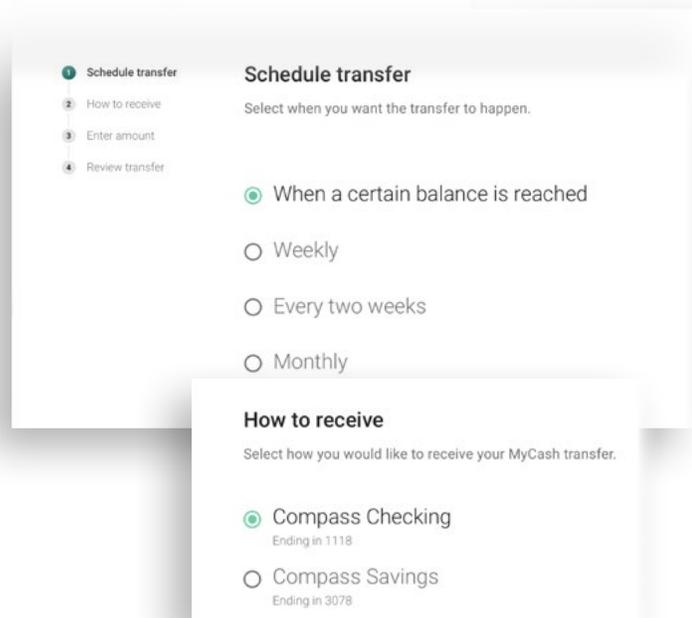


Transfer MyCash Funds

When it's necessary to pay out-of-pocket and request a reimbursement, we make sure participants get their money back fast with MyCash. BASIC deposits reimbursement payments directly into the linked MyCash account within 12 hours — faster than the speed of bank direct deposit. Participants can then use MyCash funds to cover non-benefit expenses everywhere Mastercard® is accepted or transfer their MyCash funds to a personal bank account.

You can schedule a balance transfer at any time, but the **MyCash balance must be at least \$25.00 for the transfer to occur.**

- Click the black triangle that says MORE at the bottom of the screen
- Under MyCash select SCHEDULE A BALANCE TRANSFER
- Choose WHEN A CERTAIN BALANCE IS REACHED or one of the frequencies (WEEKLY, EVERY TWO WEEKS, MONTHLY)
- After selecting when a certain balance is reached, choose your bank account or link a new one, then set the balance transfer threshold
- After selecting a frequency, choose your bank account or link a new one, and then select a transfer date



Picture to Pay a Provider

This feature offers an easy way to pay your provider directly from your benefit account. A similar option called Pay the Provider is available on the web portal. **Please do not use this option if you have already paid the bill or your provider.** Instead, request a reimbursement as directed on the other side of this flyer.

- Click the black triangle that says MORE at the bottom of the screen
- Under Quick Links select PICTURE TO PAY
- Take a picture of the invoice (you can add additional photos in the following steps)
- Enter the amount you would like to pay the provider
- Attach additional photos, review, and then submit
- BASIC will then mail a check directly to your provider. Please allow for mail and processing time.

Additional Information

Review the Participant Reference Guide to learn more about the features and functions of the BASIC CDA system, BASIC Card, MyCash, and BASIC benefits app. Additional information can also be located on BASIC's website at <https://www.basiconline.com/cda/>.