## **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 mu	ist file claims before the final filing date with a service date r	o 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 Aptia no later than II:59 p.m. Central time on your final filing date.

