

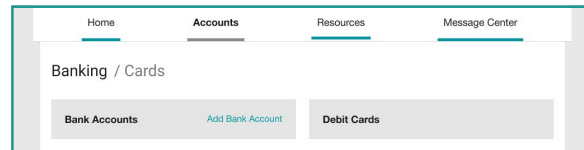
Guide to Setting Up Direct Deposit



QUICK REIMBURSEMENT

Setting up a bank account (checking or savings) with Aptia lets you quickly get reimbursed for claims via direct deposit. **Note:** No reimbursement limit applies to direct deposit. There is a \$25.00 reimbursement requirement for paper checks that are not issued directly to the provider. For check reimbursement not issued to the provider, claims will be held until they reach \$25.00 or until the end of the month.

Step 1: To set up direct deposit, log in to your online account and navigate to the Accounts tab. From there, click on Banking/Cards and select [Add Bank Account](#).



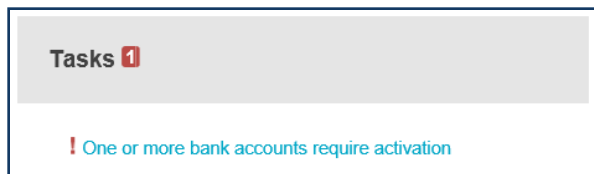
Step 2: On the next screen, fill in your bank account information and click "Submit."

A screenshot of a web application form titled "Banking / Add Bank Account". The form is divided into two main sections: "Bank Account Information" and "Bank Institution Information".
Bank Account Information:
- Routing Number * (with a help icon) [input field]
- Account Number * [input field]
- Confirm Account Number * [input field]
- Account Type * (dropdown menu showing "Checking")
- Account Nickname (with a help icon) [input field]
Bank Institution Information:
- Bank Name * [input field]
- Bank Address * [input field]
 - Address Line 1 [input field]
 - City [input field]
 - Select a state... (dropdown menu) [input field]
 - Zip Code [input field]
A small asterisk with the word "Required" is located to the right of the "Bank Account Information" section header.

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Step 3: Next, answer the security question and indicate which plan years you would like to set up with direct deposit. Then, click “Submit.”

Step 4: Before your direct deposit can be set up, you will need to validate your bank account. A deposit between \$0.01 and \$0.99 will be made into your designated bank account — followed by an immediate withdrawal of the same amount — within 1-3 business days of your direct deposit submission. When you see this deposit in your bank account, log in to your online account and click on the activation link in the Tasks section of your homepage.



Note: By completing the online steps for establishing direct deposit, you are certifying the information provided is accurate. Further, the completion and submission of this information authorizes Aptia to issue payment directly to the specified account unless notified to do otherwise. You understand and agree that Aptia reserves the right to reverse any ACH deposit where an error occurs, in accordance with banking regulations.