

LFS Benefits Services presents . .

# The Choice Account Online Participant Information Center

<http://www.TheChoiceAccount.com>

Simply input the web address above into your favorite Internet browser and you can begin looking up your Choice Account participant information for yourself, 24 hours a day/seven days a week. You can check the status of your latest claim, get your latest account balance and the amount you have left to claim for the year, or even verify that we have your latest mailing address. **It's as easy as 1, 2, 3!**

## 1 Log in to the Participant Information Login Center



Select the plan year data that you wish to review by using the drop-down menu of available information. Then input your 7-Digit Participant ID Number (First 3 letters of your last name and last 4 digits of your SSN). If your last name is shorter than 3 letters, add a comma for a 2-letter name or comma plus a space for a 1-letter name to make up the additional letters.

PLEASE LOGIN TO VIEW YOUR PERSONAL PARTICIPATION INFORMATION:

Enter your Plan Number:	<input type="text"/>	(6-digit Plan Number from your monthly statement)
Enter your Participant ID:	<input type="text"/>	First 3 letters of your last name, last 4 digits of your SSN
<input type="button" value="Login"/>		

Remember, your plan number is plan year specific, so be sure to enter the number corresponding to the information you wish to view. For example, 245XXX is the plan number for the plan year ending 12/31/2005, and 246XXX is the plan number for the year ending 12/31/2006.

For questions please email: [helpline@thechoiceaccount.com](mailto:helpline@thechoiceaccount.com)  
Or call the LFS Customer Service Helpline at 800-662-5970

## 2 Review your Participant Information Summary information

This summary page allows you to review all of your most important participant information. You can check your current contribution levels in the Health Expense Reimbursement and Dependent Care Reimbursement Accounts, your current balances in each account and the amount you have left to claim for the current plan year. You can also verify your address and daytime phone number and report any necessary changes to LFS by simply clicking the [helpline@thechoiceaccount.com](mailto:helpline@thechoiceaccount.com) email link and sending us your corrections.

## 3 Review your deposits, claims, and claims payment history.

From the Participant Information Summary page you can check other pages providing you with *Monthly Deposits Posted*, *Claims Processed*, and a *Claims Payment Listing* by using the "Information to View" drop-down menu located at the top of each page. And by visiting the *Forms for Printing* page, you can print a claim form to your own printer from an Adobe Acrobat web form.

Now you can enjoy the convenience of being able to review your Choice Account participant information without having to pick up the phone. 24 hours per day. 7 days a week. Always as close as your computer.

As always, if you have any questions about The Choice Account Online Participant Information Center, or any other aspect of your Choice Account Flexible Spending Plan, please call the LFS Customer Service Helpline at 800-662-5970.