

QUICK START GUIDE FOR YOUR FLEXIBLE SPENDING ACCOUNTS

Now that you have enrolled in a Flexible Spending Account through Maestro Health for the plan year beginning (date), there are only a few steps to make sure spending your money and managing your accounts is as simple as 1-2-3.

Step 1 Register online by going to msave.maestrohealth.com. You will need the information shown on this letter to complete your registration. On our website you will be able to check your balance, manage every aspect of your account, file claims and sign up for important alerts.

Step 2 Download our mSAVE mobile app for Android or Apple iOS. The mobile app works on your phone and tablet! It is the easiest way to file claims by just taking a picture of your receipt or EOB.










Step 3 Sign up to have your claim reimbursements direct deposited into a checking or savings account of your choice through our website or mobile app. This way you can file today and get paid tomorrow!

Finally, make sure all of your documentation includes the five following pieces of information required by the IRS:

- Date of service or purchase
- Detailed description
- Provider or merchant name
- Patient name
- Patient portion or amount owed

Employee ID: Your Social Security Number

Employer ID: #####

User Name: *		<input type="text"/>
Password: *		<input type="password"/>
Confirm Password: *		<input type="password"/>
First Name: *		<input type="text"/>
Last Name: *		<input type="text"/>
Email Address: *		<input type="text"/>
Employee ID *		<input type="text"/>
Registration ID *		<div>Employer ID </div> <input type="text"/>
Accept Terms of Use *		<input type="checkbox"/> View Terms of Use

Need Help?

If you have questions, please call 888-488-5054. Our Customer Advocates are available Monday through Friday from 8:00 am to 8:00 pm ET (excluding holidays).

Email: questions@maestrohealth.com
Claims by Fax: 844-306-8147
Claims by Mail: Maestro Health Benefit Accounts,
P.O. Box 2370, Matthews, NC 28106