

## Lifestyle Spending Account (LSA) Overview and Claim Filing Instructions

As of January 1, 2025 employees will now have access to a Lifestyle Spending Account (LSA), with a reward of \$600 annually for practicing healthy habits. The reward will be available from the beginning of the year or as of a newly-hired employee's start date, after administrative processing, without an earnings requirement!

**Note:** Employees hired on or after December 1, 2025 are not eligible for the LSA reward until the following year (January, 2026).

### What is a Lifestyle Spending Account (LSA)?

Administered by Wex Inc., the LSA is a benefit where the company sets money aside for you in an account to use on eligible expenses related to physical, financial, and emotional wellbeing. No matter your stage of life, age, or circumstances, the LSA is designed to support your overall wellbeing and lifestyle. Think of it like a bonus set aside for you and dedicated to the wellbeing experiences you value most. LSA funds submitted and approved for reimbursement are taxable to you and treated as imputed income per IRS guidelines.



### What does it cover?

Our LSA's eligible expense list has a wide variety of items that support healthy habits. There are three categories of expenses related to physical, financial, and emotional wellbeing. The LSA eligible expense is updated annually, so always go to HR Connect for the latest LSA eligible expense list.

### Eligible Expense Categories:




#### Physical Wellness

- Athletic equipment and accessories
- Exercise equipment
- Athletic shoes
- Gym and health club memberships
- Fitness classes
- Sports lessons (golf, swimming, tennis)
- Dance lessons
- Fitness trackers/wearables
- Wellness app subscriptions
- Spa services (excluding massages)

#### Financial Wellness

- Student loan reimbursement
- Financial seminars and classes
- Financial app subscriptions

### How do I use my account?

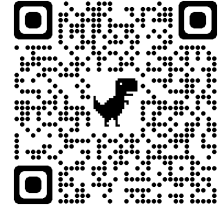
-  **Check your balance 24/7 on your online account or mobile app**
-  **Review eligible expenses**  
The LSA is designed to improve your wellbeing. Determine which eligible expenses or experiences will improve your lifestyle and plan your purchases.
-  **Spend it and get reimbursed**  
Simply snap a photo of your receipt and submit a claim for reimbursement on your mobile app.

### Emotional Wellness

- Meditation classes and app subscriptions
- Pet care (walkers, day care, groomings, etc.)
- Personal development classes (art, cooking, etc.)

### How do I access my LSA account and submit a claim?

To review your LSA account balance and submit a claim for reimbursement, visit the [Wex](#) website to log in as an **Existing User** if you have previously registered on the Wex website, or a **New User**, if not previously registered. You can also access your benefits on the go 24/7 with the WEX Benefits mobile app. Download the free mobile app from the App Store (Apple devices) or Google Play (Android devices).



To file an LSA claim, [click here](#) for a video tutorial, or follow these steps:

- Select **“Reimburse Myself.”**
- In the **Pay From** field, select **“Lifestyle Spending Account.”**
- In the **Pay To** field, select **“Me.”**
- Then select **“Next.”**
- To upload your receipt select **“Upload Valid Documentation.”** A window will pop up to **“Select an image: or “Browse for a file”** on your computer. After the documentation is uploaded, select **“Submit,”** then select **“Next.”** Complete the required claim fields and select **“Next.”** Your **transaction summary** will appear. Review your transaction summary. If changes are needed, select **“Update.”** If all the information is correct, review the terms and conditions and then check the box indicating that you have read, understand, and agree to the terms and conditions.
- Select, **“Submit.”** You’ll receive a confirmation message verifying your claim was successfully submitted. Your claim will be processed within 5 business days. If you are enrolled in direct deposit with Wex, you will receive your funds via direct deposit. Otherwise, a check will be mailed to you within 7 to 10 business days.

### Wex Contact Information

For assistance with accessing your LSA account, questions about your LSA account balance(s), and filing claims, please contact Wex directly.

Ph: 1-866-451-3399

### **Need more assistance? HR Services is here to help!**

Via HR Connect: [https://standardindustries.service-now.com/hr\\_connect](https://standardindustries.service-now.com/hr_connect)

Phone: 1-833-HRXPRT