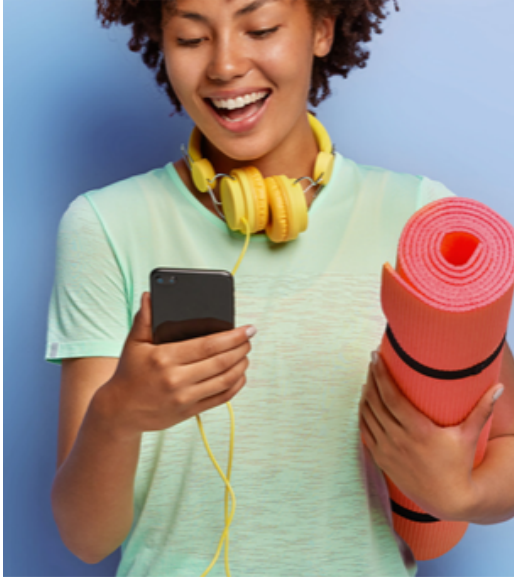


## Lifestyle Spending Account Overview and Claim Filing Instructions

If you participate in wellbeing activities through Virgin Pulse, you may earn up to \$600 in a Lifestyle Spending Account (LSA). Reimburse yourself for wellbeing expenses incurred in the calendar year using your LSA dollars!

Expenses must be incurred between January 1 to December 31 of the calendar year. LSA claims must be filed no later than January 30 of the following calendar year.



### What is a lifestyle spending account (LSA)?

Administered by Wex Inc., the LSA is a benefit in which the company sets money aside for you to use on eligible expenses related to physical, financial, and emotional wellbeing. This benefit meets the needs of everyone, no matter your stage of life, age, or circumstances and is designed to improve your overall well being or lifestyle. Think of it like a bonus set aside for you and dedicated to the wellbeing expenses or experiences you value most.

### What does it cover?

An LSA's eligible expense list is extensive, with a wide variety of options to choose from. There are three categories of expenses related to wellbeing: physical, financial, and emotional.

### Eligible Expense Categories:

#### Physical Wellness

- Athletic Equipment and Accessories
- Exercise Equipment
- Athletic Shoes and Apparel
- Gym, Health Club, Spa and Fitness Studio Memberships
- Fitness Classes (yoga, pilates, spin, dance, etc.)
- Personal Trainer
- Lessons (golf, swimming, tennis, dance, etc.)
- Fitness Trackers and Mobile App Subscriptions
- Weight Loss Programs
- Entry Fees (marathons, leagues, etc.)
- Passes (ski, snowboard, golf, etc.)

#### Financial Wellness

- Student Loan Reimbursement
- Home Purchase Expenses (down payment, closing costs, etc.)
- Financial Advisor and Planning Services
- Financial Seminars and Classes
- Credit Monitoring and Mobile 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.

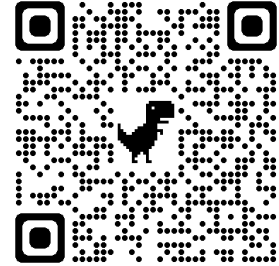
### Emotional Wellness

Meditation Classes and Mobile App Subscriptions  
Counseling Services and Mobile App Subscriptions  
Retreats (leadership, spiritual, etc.)  
Pet Care (walkers, day care, groomings, etc.)  
Personal Development Classes (art, cooking, etc.)  
Camping (equipment, fees, etc.)  
Annual Park Pass  
Hunting and Fishing License  
iPads and Tablet

Additional eligible expenses include, home purchase expenses/closing costs, moving expenses, travel expenses, utilities, furniture, home meal delivery, date night activities like paying for a babysitter.

### How do I access my LSA accountant 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 2 business days. You are enrolled in direct deposit with Wex, you will receive your funds via direct deposit. If you are not enrolled in direct deposit, 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.

Participants/Employees

1-866-451-3399

Live Chat

[customerservice@wexhealth.com](mailto:customerservice@wexhealth.com)