

Lifestyle Spending Account (LSA) Overview and Claim Filing Instructions

Eligible employees ¹ can receive a \$600 annual reward through the Lifestyle Spending Account (LSA) for maintaining healthy habits. This reward is available from the start of the year or a new employee's hire date (after administrative processing), and does not require tracking or logging activity; simply submit your expense for reimbursement.

Note: Employees hired on or after December 1, 2026 are not eligible for the LSA reward until the following calendar year.

Our **Lifestyle Spending Account (LSA)**, administered by Wex Inc., is a company-funded benefit designed to support your holistic wellbeing—physical, financial, and emotional. LSA offers funds for the wellbeing experiences you value most.



Per IRS guidelines, LSA funds submitted and reimbursed are taxable and treated as imputed income; LSA expenses are imputed quarterly after an administrative audit is completed.

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

Emotional Wellness

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

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.

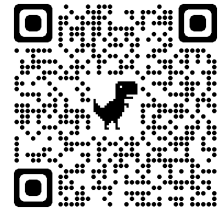


Spend it and get reimbursed

Simply snap a photo of your receipt and submit a claim for reimbursement on your mobile app.

Note: Wellness expenses of dependents are not eligible for expense, the LSA reimburses eligible expenses of employees only.

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"**, click **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, your **transaction summary** will appear. Review your transaction summary. **"Submit"** when finished; 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 Wex direct deposit, you will receive accordingly. Otherwise, a check will be mailed to you within 7 to 10 business days.

Wex Contact Information: Ph: 1-866-451-3399

Need more assistance? HR Services is here to help!

Via HR Connect: https://standardindustries.service-now.com/hr_connect

Phone: 1-833-HRXPRT

¹ Note: LSA funds are exclusively for employee expenses only.