

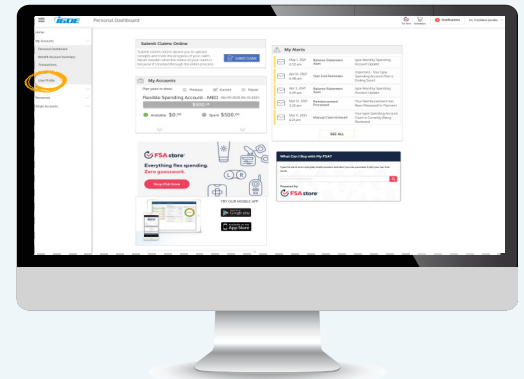
# HOW TO ADD A DEPENDENT & ORDER THEM A BENEFITS CARD



As a participant in an Igoe powered spending account, you have the ability to add your tax dependents to your account and issue them their own Benefits Card. Follow the 3 simple steps outlined below to take advantage of this account feature.

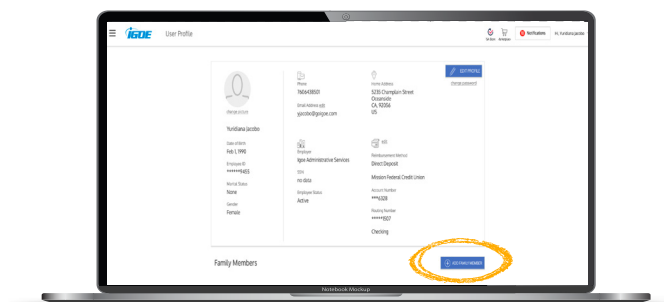
## 1 STEP 1

You can add your dependents to your account by accessing the Igoe Portal, Select the "My Accounts" drop down and click on "User Profile".



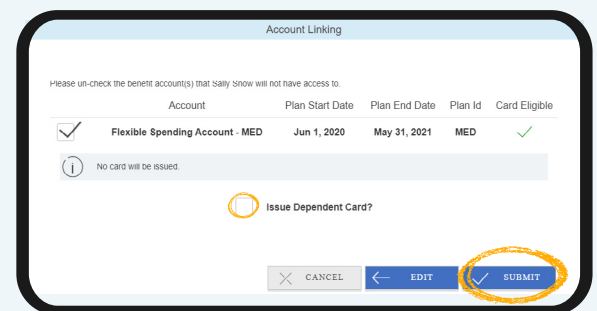
## 2 STEP 2

Click on the "Add Family Member" icon.



## 3 STEP 3

After entering your dependent's information, you will be prompted to link them to your specific accounts, check the "Issue Dependent Card" box and hit the submit button.



## Cardholder Tips

- Cards are automatically funded each new benefit period with your enrollment
- Benefits Cards take 7-10 business days to arrive and will be in a plain, white envelope
- Report a card lost/ stolen, through the mobile app, online participant portal or via phone
- Request a replacement card through the mobile app, online participant portal or via phone