



## Town of Littleton Flexible Spending Account (FSA)

Below is some helpful information to review!

**FSA BENEFIT CARD:** “New” participants should be on the lookout for blue benefit cards arriving in the mail. You'll receive two cards at your home address for you and your family members to use. The Cards will arrive in a special envelope that looks like this – so please don't throw it out! Call the # on the sticker to activate the cards before you use them!



Your FSA Benefits Card is available to use for eligible IRS Section 213 expenses (see claim form/expense list attached) not reimbursed by your insurance company or elsewhere.

If the medical provider doesn't accept the card, you have a few options to file a claim with Cafeteria Plan Advisors and we'll reimburse you directly either via a check or direct deposited to your bank.

- or you could log in to your consumer portal via the internet and upload/attach the receipts or
- by downloading the mobile app and uploading/taking a picture of the receipts!
- complete a claim form and submit with the Explanation of Benefits/Claim Activity by email/fax/mail;

Simply set up your account and It's that easy!

### SET UP YOUR ONLINE CONSUMER PORTAL ACCOUNT/PASSWORD:

You may set up your new password by logging in at either

- our website at [www.cpa125.com](http://www.cpa125.com) and click on the link to sign in: "Employee Online Access" or
- directly at the login screen at: <https://cpaemployee.lh1ondemand.com>
- you can also download the mobile app: "CPA FLEX MOBILE"

Your username is always the same (*first initial, last name, last four of your social, all together, lowercase*) Example: jsmith1234. The first time you log in, your password is the same. The system will then ask you to create a new one and answer a few security questions. Once you log in, make sure your email and mailing address are accurate! If you want to set up direct deposit for future reimbursements, you can either enter the 'ach routing/account number' yourself or send in a voided check with your first claim.

Lastly, if you exhaust all your funds, **save your benefit cards**. Once the plan renews next year, eligible participants will have the same benefit card reset and available for use.

*If you have any questions, don't hesitate to contact us!*

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