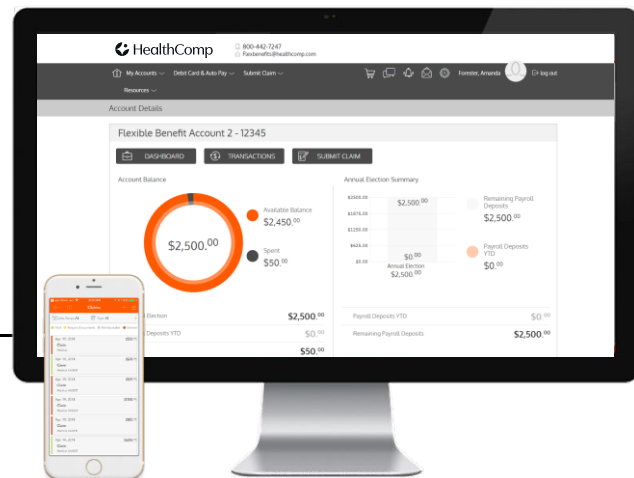




# Setting up Direct Deposit



As a participant in the Flexible Benefits Plan, you have the option of signing up for Direct Deposit. What this means is that you can have your reimbursements go directly into your bank account. Of course, you still have the option of receiving a physical check if you prefer.

Here are the steps on how you can set up Direct Deposit for your flexible benefits plan reimbursements via HCOOnline. Alternatively, you can complete the attached Direct Deposit Form and return it to HealthComp as provided on the document. Either method of signing up will get you enrolled in Direct Deposit.

## HCOOnline Instructions

1. In a web browser, navigate to **HCOOnline** ([hconline.healthcomp.com](http://hconline.healthcomp.com)).
2. Enter your username and password and click **Log In**.
3. Once you've logged in to HCOOnline, you will be directed to the Home page. In the menu bar, click **Flex**. Your **Flex Dashboard** will open in a separate browser tab.
4. Scroll down in the Flex Dashboard to the section named **Get Reimbursed Faster**. Click **Add**.
5. In the Reimbursement Method window, click **Direct Deposit**.
6. Click **Edit** and enter your bank account information. Click **Save**. This completes the setup process.

