



Manage your FSA account 24 hours a day

With PacificSource Administrators, Inc., you can access personalized information about your FSA account 24 hours a day by logging into our secure FSA consumer web portal.



Getting started

1. Go to PacificSource.com/Legacy, and click on “Log into FSA account”.
2. If this is your first time logging in, please refer to your Welcome Letter (sent in the mail when you first enrolled) for initial login instructions. If you need assistance logging in, please call Customer Service at 971-222-1050. Please note, your PSA member ID will be the same as your medical plan member ID.
3. To submit a claim, click “File A Claim” on the Home page and follow the on-screen instructions.

You can also use the FSA portal to:

- **File a claim online** (requires capability to upload scanned documentation).
- **Access information on the most recent reimbursement payments**, including payment dates and amounts.
- **See payment details**, including account type and form of payment.
- **View your recently processed claims** along with their payment statuses.
- **Check your account balances**, annual election, and year-to-date deposits.
- **Create basic reports.**

Continued >

Questions?

Direct: 971-222-1050

Toll-free: 844-520-LEHP (5347)

Email

LegacyEHP@PacificSource.com

Web

PacificSource.com/Legacy





It's easy!

If you're already shopping or banking online, then using our consumer web portal will be a breeze. Even if you're an Internet rookie, we're sure you'll find the system easy to use, and our Customer Service representatives are happy to help if you get stuck. The next time you're online, give it a try—then tell us what you think!



Questions and answers

How can I be sure my personal information is secure?

Our FSA consumer web portal is secure. All information you send to us via this site will be encrypted. If another Internet user intercepts the communication, they will only be able to see it in an encrypted (garbled) format. Certificate technology allows us to decrypt the information, and view it in plain text form.

Can I change my password?

Yes, you can change your password at any time. To do so, select "Login Information" from the Accounts menu. Click on "Change Username" and follow the on-screen instructions.

Who should I contact if I have technical problems?

If you have any difficulties with logging in or the site, call Customer Service. We'll look into it and follow up with you right away.

For more information:

- View FSA FAQs and fliers at PacificSource.com/PSA.
- Find other forms and information at PacificSource.com/Legacy.

