

TIPS TRICKS

FOR SUBMITTING INFORMATION TO MIDAMERICA

You completed your MidAmerica form and mailed it in according to our instructions, but you may have unknowingly (and with good intentions!) completed it in a way that may delay processing. Here are some simple tips from our processors that will help your request be handled quickly and accurately.



Avoid shading or highlighting your document.

The documents you send us are digitally scanned into our database. When you highlight information, it becomes difficult to read in a scanned format. If you need to call out important details on the form, try drawing a small arrow or star instead!



Use paperclips in lieu of staples or tape when possible.

We appreciate your efforts to organize your documents (in fact, we love it!) but staples and tape can slow down the scanning process. If you have some paperclips lying around, use those to keep papers grouped together instead.



When in doubt, use blue or black ink.

For ease of reading, blue or black ink works best. Other color inks may not render as legibly on a screen.



Make sure photos are clear and legible.

When snapping a photo of your form or documentation, make sure you have adequate lighting—and double check that all pertinent details are clear and legible. If the details aren't visible to your eyes, they likely won't be legible to us either.

Avoid the paper form pitfalls—submit your requests online!

Health Reimbursement Arrangements & Flexible Spending Accounts

Log into www.myMidAmericaJourney.com to:

- Submit claims
- Sign up for direct deposit
- Request debit cards

Special Pay, 3121 FICA Alternative, APPLE, Employer Sponsored and Single Vendor Plans

Log into www.myMidAmerica.com to:

- Designate a beneficiary
- Update contact information like address and email address



Questions? Email us at accountservices@myMidAmerica.com or call us at (800) 430-7999. We're always happy to help.