

How to check your accounts and file a claim for the Tax Advantage Account (TAA) and the Flexible Spending Account (FSA) for Medical and Dependent Care

Whether you are new to the Allegiance Web Site or you are familiar with this process, if you have never been or haven't been in this website since July 1, 2015, you will need to create a new login, "New User".

The website: <http://www.askallegiance.com>

- 1st link – "Login" click on Members
- New User – click on "New User" - enter the form fields using your social security number and submit
- Choose a user name and password – don't forget these because we don't have access to your account (both user name and password are case-sensitive)

After you have logged in:

- Choose "Reimbursement Accounts Montana University System"
- They will have you set up security answers (remember these also)
- Once inside you will see your available balance on the left column.

To File A Claim ONLINE

Before this step – you will want to have scanned in your receipts/invoices/EOB/documentation that relate to this particular claim

Once you are logged in, click on "File A Claim" and follow the prompts.

To File a Claim by Mail – get the form online

Once you are logged in, the form is under the "Tools & Support" tab called [Health Flex Claim Form](#)

Mail this form with your receipts/documentation into the address provided on the form.

Eligible Flex Medical Expenses can be found under "Tools & Support" tab.

If you have any problems or questions, please call Allegiance at 877-424-3570 or you can call Julie Nicolaas in Benefits at 657-2118.