

Your Welcome Letter:

Access & Manage Your Reimbursement Funds

April 1, 2014

John Smith
12345 Anywhere Street
Apt 222
Any City, Anywhere State, 98765

Contact Us

Towers Watson

P.O. Box 2396
Omaha, NE 68103-2396

Phone: Employer Phone Number

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Dear John Smith,

Greetings from Towers Watson. This mailing confirms that you have qualified for the funding program known as a Health Reimbursement Arrangement and sponsored by, Client Name.

Towers Watson is the administrative service provider for your program, which means you will submit your requests to Towers Watson for reimbursement, and be reimbursed for eligible expenses to the extent that funds are available. Using this letter, your *Funding & Reimbursement Guide*, and the *Eligible Expenses* insert enclosed with this mailing, you will learn how to access and use your reimbursement funds.

Your Funding Amount

A contribution in the amount of \$XXX.XX has been made to your account and will be available for use on 04/01-2014. These funds may be used to reimburse you for eligible health care expenses tax-free. Information on how to access a list of eligible expenses can be found in the guide included with this mailing. For more information on the timing and amount that is made available for reimbursement refer to the plan documents provided by your benefits provider.

Access and Manage Your Account

The fastest and easiest way to manage your funds is through your Towers Watson online account. Instructions for creating and managing your online account are printed in the guide included with this mailing. Visit Medicare.OneExchange.com/clienturl to get started. If you prefer assistance in managing your funds please call us toll-free at <Client Phone Number> to speak with a representative, who will answer your questions.

We look forward to assisting you with your reimbursement arrangement.

Sincerely, Towers Watson

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