



& **RepayMe.com**

GMR Associates uses an online program to administer the Flexible Spending and Dependent Care Programs called **RePayMe.com**

With this program, participants in the plan have the ability to:

- Access their account online 24 / 7
- Enter claims online
- Print claim forms
- Check the status of pending claims
- Update your personal information (e-mail address, mailing address...)

We hope that this program will better serve our clients and their employees.

To Log In, follow the instructions below:

1. Go to www.gmr-usa.com
2. Click on the link for Re-Pay-me
3. Enter your Social Security Number into the Login ID box
4. Enter your PIN into the indicated box
(The first time you log in, your PIN will be the last 4 of your SS#)
5. Select Social Security Number from the drop down menu
6. Click Login

The first thing RePayMe.com will ask you to do is to change your PIN for security purposes

How to enter a claim online?

1. Log In using the instructions above
2. Select Claim- Submit
3. Complete the form
4. Save and close or Save and Enter (if you have another claim to enter)
5. Submit and Print (after all claims have been entered) NOTE: You will still need to sign the form and send it to GMR along with the proper documents.

To Check the Status of a claim

1. Log In using instructions above
2. Select Claim-Status
3. Select the plan year for the claim that you are checking
4. A list of claims will appear with the status of each claim

You can send an e-mail by Selecting the “Contact Us” button on the top of the screen. GMR Associates, will make every effort to answer your question or address any concerns within one business day of the receipt of your e-mail.

If you have any questions, Please contact Heather Sachs via e-mail at hsachs@gmr-usa.com or at (585) 429-1330 x 127