



Review the My Take Care Plan site to find answers to your Flex Plan questions:

Login at: www.mmcocpa.com

Click on the "My Take Care Plan" Access {located just below the 55 Years of Service} or Select – **Employee Benefits** and "My Take Care Plan" from within the **Cafeteria Plans** welcome screen.

This brings up a new website "take care"

How you **Save** (which expenses qualify)

How it Works (how you save by planning ahead)

Why **You Can't Lose** (dispelling the myth of 'use it or lose it')

Worksheet (estimate savings based on your actual expenses)

Login (access your take care account)

Additional Options - **NEW USER**

To set up your participant account complete all the listed items and click "Continue."

- ✓ Social Security Number – no dashes
- ✓ Date of Birth: – if it does not recognize you try 01/01/1900
- ✓ E-mail Address:
- ✓ User Name – Minimum 6 characters – watch special symbols. No spaces
- ✓ Password – Minimum 6 characters – watch special symbols. No spaces
- ✓ Confirm Password – retype your password
- ✓ Select a Hint Question: - use drop down list
- ✓ Answer:

Click **Continue** ▶

View Account

- [Account Summary](#)
- [Pending Payments](#)
- [Completed Payments](#)

Request Payment

- [Create Claim](#)
- [Filing Help](#)
- [Qualified Expenses](#)

User Info

- [Personal Info Changes](#)
- [Password](#)
- [Current Benefits](#)

Contact Us

- [Plan Service Provider Info](#)

Help

- [Send E-mail](#)

* Create a **Request Payment** (ICE Form) by following these simple steps:
 After following the instruction on How To [Login](#)
 Choose Request Payment and Create a Claim
 Follow **Create Claim** instructions
 After creating your ICE form, print and attach copies of all receipts and SUBMIT your claim via FAX (208)667-6570 or mail.
 Please allow 5 business days to process your claim.

Be sure to check out all that the "take care" site has to offer **Even** **WATCH A VIDEO**