

# **Kabel Business Services**

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## **HOW TO USE INTERNET CLAIM EXPENSE (I.C.E.) FORM**

- Log on to [www.myflexonline.com](http://www.myflexonline.com)
- Type in user name and password
- Click on request payment (upper left corner)
- Select a claim type from the drop down list
- Enter start date/end date (these dates will be the date the expense was incurred and not necessarily the date the payment was made)
- Enter dollar amount
- If expense is for a member of your family other than yourself, enter that person's name (child, spouse) under "dependent"
- If you are submitting more than one expense, click "add on item"
- Enter additional lines by repeating steps
- When finished entering items, click "view form"
- Click "continue" to print the claim form
- Once you have printed the claim form, sign and date it, and attach the appropriate receipt
- Fax or mail form and receipts to Kabel Business Services

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*Specializing in:*

Cafeteria/Flex Benefit Plans & Payroll Services