

FSA Manual Claim Submission:

To file a manual claim on your FSA plans you will need to submit a completed claim form along with your supporting documentation to the Admin America claims team for review and processing two business days before the scheduled processing dates.

Dine Development is scheduled to process FSA claims on a weekly basis every Monday. You can submit your claim paperwork either via email to Claims@adminamerica.com or via US Mail to the address listed below:

Admin America
1720 Windward Concourse, Suite 290
Alpharetta, GA 30009

How can I receive my FSA reimbursement?

FSA claims can be paid out either via a direct deposit to your personal bank account or via a check that is mailed to your home address. If you would like to receive your claims payments direct deposit you will need to login to your online portal and add your bank information to your online profile. Otherwise the claims payment will default to a check and be sent to your home address.

To add your bank information to your online profile you will login to the online participant portal located at www.adminamerica.com. > LOGIN > Participant. Once you have logged into your profile you can add your bank information under Banking/Cards section of your online profile. This will automatically notify the Admin America claims team to setup your reimbursement as a direct deposit payment.

Who can I contact if I have any questions about submitting my claims?

The FSA support team is available Monday – Friday from 8:30 am to 5:00 pm EST. They can be reached directly by either calling them at 678-578-4641 or via email at FSA@adminamerica.com.