

Who We Are, What We Do

We are a licensed third party administrator that provides consulting assistance in designing, implementing, and administering employee benefit plans.

Expertise You Can Count On

Manley Services was founded in April 1987, and became part of the PacificSource group of companies in March 2003. We are a licensed third party administrator that works with insurers, employers, and associations to provide consulting assistance in designing, implementing, and administering their benefit plans. We currently provide these services for more than 1,350 organizations, primarily in the Northwest.

Our management team has many years experience in the insurance industry, employee benefit plan administration, and management services. Our corporate headquarters are in Springfield, Oregon, and we have regional sales offices in Portland, Medford, and Bend, Oregon, as well as Boise, Idaho and Seattle, Washington.

Our Commitments

- **Employee education:** At Manley Services, we believe that education of employees is critical to a successful benefit plan. We offer clear and effective educational materials to assist employees in their decision to participate.
- **Prompt, accurate claims payment:** Your employees can expect reimbursement in approximately one week from the day we receive their claim form. Claims can be submitted via toll-free fax, mail, or through MyFlex, our secure customer web portal.



- **Excellent customer service:** We provide our plan participants with fair settlement of their claims, and always treat them with respect and courtesy when they contact us for assistance.
- **Efficient plan administration:** Our sophisticated reporting systems are designed to assist you in the management and supervision of participants' plans.
- **Online account access for clients and participants.** (Please see the back of this flier for more information.)

Our Services at a Glance

Section 125 Flexible Spending Account (FSA)

FSAs are Manley's specialty. Also known as a cafeteria plan, an FSA lets you save payroll taxes while allowing your employees to increase their take-home pay. Employees may participate through payroll deducted premiums, non-reimbursed health-related expenses, dependent care expenses. Our services include plan design assistance, enrollment, education, and ongoing administration. We also provide all enrollment materials and assist in customizing your informational materials.

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Health Reimbursement Arrangement (HRA)

An HRA is a tax-favored, employer-funded health reimbursement account with a built-in carry-over provision. It can help you manage benefit costs while empowering employees to make informed decisions with their healthcare dollars.

Section 132 Transportation Benefit

This benefit allows your employees to set aside pre-tax dollars to pay for work-related parking, transit passes, and van pooling. In the process, you'll save on FICA taxes. It is similar to an FSA; however, funds left in this plan at the end of the year may be rolled into the next year.

The Benny™ Card

For added convenience, we offer The Benny™ MasterCard® Card with all our plans for a small additional fee. This special, "stored value" debit card draws on the value of the plan election amount, giving employees an easy, automatic way to pay for their qualified expenses.

MyFlex

MyFlex is our secure web portal for employers and participants. By logging in with a user name and password, you and your employees can access personalized information about your Manley Services accounts 24 hours a day. If you prefer doing business online to phoning a customer service representative, you'll appreciate the convenience of MyFlex.

Employers can:

- Add and term members
- Print invoices
- Run reports
- And more

Participants can:

- File a claim online (requires capability to upload scanned documentation).
- Access information on the most recent reimbursement payments, including payment dates and amounts.
- See payment details, including account type and form of payment.
- View your recently processed claims along with their payment status.

- Check your account balances, annual election, and year-to-date deposits.
- Change your address and other personal information online.
- Create basic reports.

Whether you have a Flexible Spending Account or Health Reimbursement Arrangement with Manley, MyFlex can help you access and manage your important financial details.

Questions?

If you have any questions or would like more information, feel free to contact us.

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