

YSA/HRA QUICK REFERENCE GUIDE

Terminology

Term	Definition
YSA	Your Spending Account™
HRA	Health Reimbursement Account
Premium Auto-Reimbursement	Automatic repayment of premiums only, each month.
Premium Auto-Reimbursement Form	Document to be used only if you select “Option B, hands on.”
Manual Claim Form	Used for expenses other than premiums—e.g., payments made quarterly or annually, copayments, or coinsurance. (See other “eligible expenses” in your account.)
Paper Check	Default form of payment for reimbursement (if you do not set up Direct Deposit).
Direct Deposit	Reimbursement form of payment via checking or savings account. You can set this up by going to your account (see below for instructions) or calling Aon.

Your reimbursement will be “hands-off” (Option A—no action needed) or “hands-on” (Option B—see below).

Option B Only (for those who cannot wait the “up to 60 days” for the initial reimbursement)

How to Submit Forms to YSA for Premium Auto-Reimbursement

1. Go to retiree.aon.com/USG.
2. Select the “My Account” tab at the top of the page.
3. Log on with your username and password.
4. Click on “The HRA” tab on the left-hand side.
5. Click on [Manage My University System of Georgia Account](#)
6. Click **Get Reimbursed**.
7. Choose either “Upload” or “Fax or mail.”

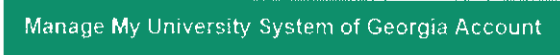
Your Spending Account is a trademark of Hewitt Associates LLC.



8. Choose "Type of Service" under Enter Expenses.
9. Fill out the form.
10. Click the green **Continue** button.

Steps for Setting Up Direct Deposit

Only available to retirees who established their medical and/or prescription drug accounts through Aon

1. Go to retiree.aon.com/USG.
2. Select the "My Account" tab at the top of the page.
3. Log on with your username and password.
4. Click on "The HRA" tab on the left-hand side.
5. Click on  Manage My University System of Georgia Account
6. Click **Edit Your Profile**.
7. Click the blue **Add** button under the Direct Deposit Information box.
8. Fill out your direct deposit information with either your checking or savings account information.
9. Click the green **Save** button.

Catastrophic Prescription Drug Benefit

Most will not need catastrophic drug coverage. This is an account that reimburses you for out-of-pocket prescription expenses after you have reached or exceeded the catastrophic coverage stage of your Part D Plan. Your Drug Prescription Plan will send you the Evidence of Benefits when you have reached the catastrophic stage of drug coverage. Call Aon for additional information on what forms need to be filed for reimbursement.

Additional Information:

Web: Access Your Spending Account through retiree.aon.com/USG.

If you have questions regarding your plan, changing your plan, your Health Reimbursement Account, or Your Spending Account, you should contact the Aon Retiree Health Exchange™ at +1.866.212.5052.