

Stay  
Connected  
with the  
**Paylocity  
Benefit  
Account  
App!**



## What can you do in the Paylocity Benefit Account App?

- ✓ Check available balance(s)
- ✓ Upload pictures of receipts
- ✓ Submit claims  
for reimbursement
- ✓ Receive text alerts & notifications
- ✓ Eligible Expense Scanner

## Available For Free

Search "Paylocity Benefit Account" and download the App. Log in with the same username and password you use to access your account online.



# Access to your healthcare account information is just a few clicks away at **bat.paylocity.com**

- ✓ View account balances & claims history
- ✓ Submit claims & upload receipts
- ✓ Track healthcare expenses
- ✓ View recent notifications
- ✓ Update profile information
- ✓ Sign-up for direct deposit
- ✓ Report your card lost/stolen\*

\*There is a \$10 fee for replacement cards.



## Get Started Today!

Logging into your healthcare account is easy. Your username is the first initial of your first name, followed by your last name, last four digits of your SSN, and your two-letter home state abbreviation.

### Example:

Judy Smith, 000-00-1234, Missouri

### Username:

jsmith1234mo (not case sensitive)

### Temporary password:

paylocity (all lower case)

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For questions or issues, contact us by email at [batinfo@paylocity.com](mailto:batinfo@paylocity.com) or call us at (800) 631-3539.