

Diversified Administration, Inc.  
Section 125 Cafeteria Plan



## How to Order a New Debit Card Online

Ordering a new MySource Debit card is quick and easy when you log into our website. You can expect your cards in the mail to you about 7-10 business days from when you order them, so by doing it yourself, you know when it got done and you know it was entered the way you'd like. You can add cards for dependents and change or update your address if needed. If you never logged into our website before, here's how you do it;

### First Time Login Instructions:

- Go to [www.div125.com](http://www.div125.com)
- Click on "For Employees"
- For the login ID you put your Social Security Number with no dashes slashes or spaces.
- Skip the password and click "Login"
- Now you will be prompted for the Employer Code  
\*(if your HR did not provide this, please call us at 1-800-549-0125 and we can provide that information for you)
- Follow the prompts and it will create your UserID and Password which you will use to login in the future


Now that you are logged into the website, you will see a welcome screen. At the top left of the page you will see some Tabs – Benefits, Contacts, and then a Tab with a card icon

that looks like this:  . Click on the Tab with that icon.

**If you have never had a card before**, you will see a screen that says: *mySourceCard* Enrollment Form. It will have pre-filled in your name, e-mail address and phone number if we have that info on file. If we do not have this information, you will need to fill it in to create the card. You can customize the name on the card and also create a second card for your dependent or spouse. Read and accept the Enrollment Agreement, click the box at the bottom and click Next. Confirm the enrollment and you're done!

**If you had a card and it was lost or stolen** when you click the debit card tab you will see a screen that says Account Summary. In the box that says Account Information you will see any card holder's names in **BLUE** capital letters. Next to the card holders' names you will see in red **Report Loss or Theft**. Click on the red letters next to the person's name who lost the card, confirm that you'd like to report it as lost/stolen, tell us if you want replacements sent out, and that's it.



From within the Debit Card Tab , you will find you can manage and view much of your account info related to the debit card. You can repay your employer for ineligible swipes, view the "Account Activity" to see a detailed list of all your swipes with merchant info, dates of purchase, and amount of purchase. You can view card declines, and view the reasons.

Click the Benefits Tab to view your Reimbursement Accounts, which will show all your accounts, claims history, payment history, and more. Use our online deduction calculators to help determine expenses and tax savings, or make Personal Information Changes.

**As always if you have any questions, please call our offices and one of our benefits professionals will personally work with you to answer any questions or resolve any problems. You can reach us at (954) 983-9970 or [claims@div125.com](mailto:claims@div125.com). We thank you for your time and hope you have a relaxing day.**

