

# Student Loan Repayment Program

The City of Racine cares about you and your career development within the organization. That's why we provide a Student Loan Repayment program to assist you with the financial burden of the education you have received.

## Who is Eligible?

Full-time and regular part-time employees are eligible. You must be employed for at least 30 days in order to receive the benefit.

## Eligible Expenses

Reimbursement is offered for loan repayments. Monthly payments will be made on the 1st of each month directly to the institution servicing your loan.

## How Much Am I Eligible For?

The amount which you are eligible for is based on your employee classification.

Employee Class	Amount
City of Racine Resident	\$2,400 per year
Non-Resident	\$1,200 per year

<sup>1</sup>If you enroll or are hired mid-year your benefit will be prorated monthly. <sup>2</sup>The annual amount will become available on a prorated monthly basis.

## How To Enroll

Employees who want to take advantage of this program must complete the online enrollment process. The enrollment can be submitted through [myFlexDollars.com](https://myFlexDollars.com). After logging on, select **"Enroll Now"** under the **"I Want To:"** section directly on the homepage.

On the enrollment page, select **"Begin Your Enrollment Now"** then follow the 6 screens to submit your Student Loan Repayment Enrollment. Once your enrollment has been submitted, your information will be reviewed, and you may file your Student Loan Reimbursement claims within 2-3 business days.

Continue to monitor your [myFlexDollars.com](https://myFlexDollars.com) and once your enrollment has been confirmed, **"Loan Repayment Account"** will appear for the current plan year. After your enrollment has been confirmed, follow the below steps to submit your Student Loan Repayment Claim. All reimbursement submissions must include a detailed statement and all payments must be paid directly to your institution.

## Reimbursement Requirements

When you file your claim request for your loan payment, the documentation you submit must match your request.

## Manage Your Loan Repayments

Once you have enrolled for the benefit on [myFlexDollars.com](https://myFlexDollars.com), we recommend that you also download the mobile app. It doesn't take long and it will allow you to manage your account anywhere, any time. You can check your account balance, view detailed account information, or request reimbursements.

## myFlexDollars Login Instructions

When you log into [myFlexDollars.com](https://myFlexDollars.com) for the first time, you will use a pre-assigned username and password. After logging in, you will be prompted to change your username and password to your liking. Once you login, you will have the option to enroll in the Student Loan Repayment Program.

**Initial Username:** First Initial + Last Name + Last four digits of your Social Security Number (Example: jdoe1234)

**Initial Password:** dollars



# Loan Payment Request Guide

## Step 1:

Under the myFlexDollars.com homepage select “Pay My Loan” under I Want To:

**I Want To:**

Enroll Now
Not in Use
Pay My Loan

## Step 2:

Select Loan and pay to someone else.

**Create Reimbursement**

Pay From \* LOAN REPAYMENT ACCOUNT (1/1/2023 - 12/31/2023)

Pay To \* Someone Else

Based on your selection, you will be requesting a Claim Reimbursement.

## Step 3:

Add your loan processor’s payment information.

**Payee Details** \* Required

Payee Name \*

Enter who provided this service (this may be a physician, hospital, etc.)

Who is this for?

When appropriate, provide the name of the person who received service.

Account Number \*

Enter the account number that the payee uses to identify the service or recipient.

Payee Address \*

Enter the address of physician, hospital, etc. who provided the service.

Address Line 1  
 Address Line 2  
 Address Line 3  
 City  
Select a state...  Zip Code

Save new payee information

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**Summary**

From: LOAN REPAYMENT ACCOUNT (1/1/2023 - 12/31/2023)

To: Someone Else

Cancel
Previous
Next

## Step 4:

Upload your Loan Statement which must include your monthly loan payment amount and your loan servicer’s information.

**Receipt / Documentation** \* Required

Receipt(s) \* Upload Valid Documentation

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**Summary**

Pay From: LOAN REPAYMENT ACCOUNT (1/1/2023 - 12/31/2023)

Pay To: Someone Else

Cancel
Previous
Next

## Step 5:

Enter your payment request information. If you would like your payments to be automatically issued for the year, and to not have to file another claim, enter the total amount of your claim as the total annual payments you owe for your loan.

*NOTE: For Course Start Date of Classes and End Date of Classes, please enter the date that in which you are filing the payment request.*

**Claim Details** \* Required

If all or part of your claim is unreimbursable due to auditing factors (i.e. claim exceeds available balance in your account), then you will only be reimbursed the approved amount. If this occurs, you will receive notification in the mail.

Start Date of Classes \*

End Date of Classes \*

Amount \* \$

Name of Institution \*

Category \* Loan Repayment

Type \* Select a type...

Description

Student \*  SAMPLE REPAYMENT

## Step 6:

Submit your payment request.

**Transaction Summary (1)**

FROM	TO	CATEGORY	AMOUNT	APPROVED AMOUNT		
+ LOAN REPAYMENT ACCOUNT	Student Loan Provider	Loan Repayment	\$1,500.00	\$1,200.00	Remove	Update
<b>Total Amount</b>			<b>\$1,500.00</b>	<b>\$1,200.00</b>		

Cancel
Save for Later
Add Another
Submit