

EMPLOYEE BENEFIT ACCOUNT

SERVICE & SUPPORT CONTACT DETAILS

GENERAL DETAILS

**Hours of Operation:**

Monday - Friday
7:00 A.M. - 6:00 P.M. CST

**Phone Numbers:**

Toll Free: (800) 631-FLEX
Fax: (314) 909-6983

PORTAL LOGIN

To login to the Employee portal, visit <https://bat.paylocity.com> for Integrated ESS accounts or <https://beneflexhr.lh1ondemand.com/Login.aspx> for Spending Accounts only. 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:	Username:	Temporary Password:
Judy Smith, 000-00-1234, Missouri	JSmith1234MO (not case sensitive)	paylocity (all lower case)

LOCATIONS & PAYMENTS

**Corporate Address**

1400 American Lane
Schaumburg, IL 60173

**Payment Address** COBRA/Retiree Only

10805 Sunset Office Drive, Suite 401
St. Louis, MO 63127

EMAIL ADDRESSES*

Customer Service: BATinfo@paylocity.com

Notifications: noreply@paylocity.lh1ondemand.com

**Please whitelist these email addresses to ensure you receive important notifications.*

STANDARD PROCESSING SCHEDULE

HRA Claims	FSA & TMA Claims	Details
Monday at 3:00 P.M. CST	Tuesday at 3:00 P.M. CST	Weekly processing of claims occurs on Thursday. Checks are mailed on Friday with the exception of holidays and severe weather-related incidents. Direct deposit disbursements will depend on your financial institution.

