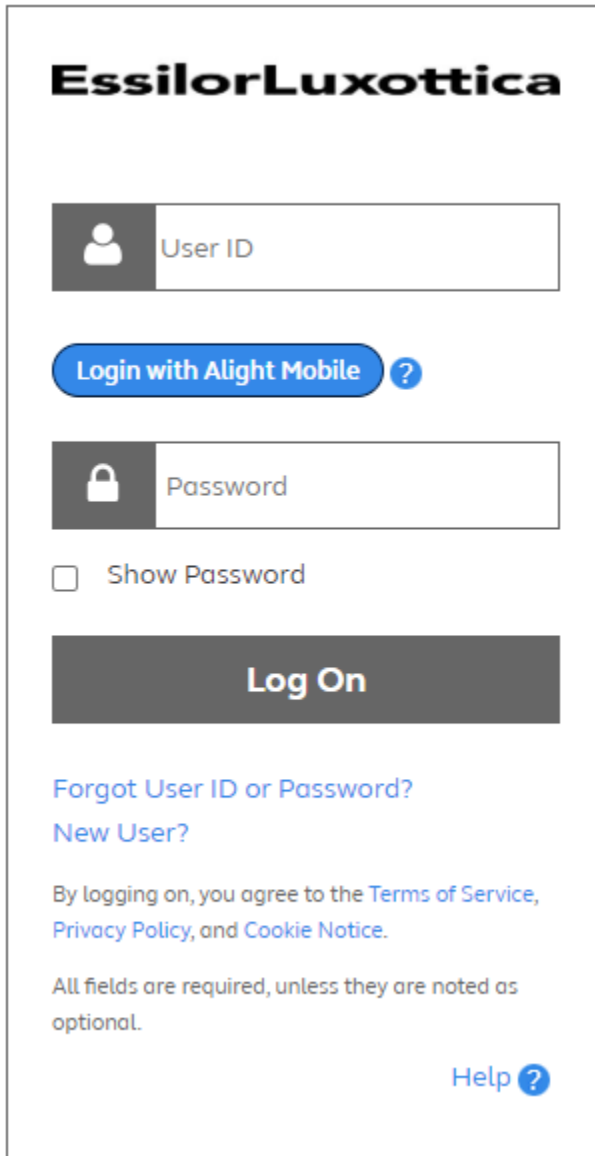


EssilorLuxottica – Step by step guide for submitting Pre-approvals and Reimbursement Requests

1. Login to: [EssilorLuxottica – Total Rewards](#)



The screenshot shows the login interface for EssilorLuxottica. At the top is the company logo. Below it is a 'User ID' input field with a person icon. A blue button labeled 'Login with Alight Mobile' with a question mark icon is positioned below the User ID field. This is followed by a 'Password' input field with a lock icon. Below the password field is a checkbox labeled 'Show Password'. A large grey 'Log On' button is centered below these fields. At the bottom, there are links for 'Forgot User ID or Password?' and 'New User?'. A disclaimer states: 'By logging on, you agree to the Terms of Service, Privacy Policy, and Cookie Notice.' Below this, it says 'All fields are required, unless they are noted as optional.' and a 'Help' link with a question mark icon is at the bottom right.

EssilorLuxottica

User ID

Login with Alight Mobile ?

Password

☐ Show Password

Log On

[Forgot User ID or Password?](#)
[New User?](#)

By logging on, you agree to the [Terms of Service](#),
[Privacy Policy](#), and [Cookie Notice](#).

All fields are required, unless they are noted as optional.

[Help ?](#)

2. Enter your unique user name and password or click on the New User link to create an account.

3. Go to “Quick Links” to View All; then select Tuition Reimbursement

Quick Links [Hide all](#)

You can drag and drop your Quick links.



4. Click on Tuition Reimbursement to begin the process (a) Get pre-approved or (b) Request Reimbursement Education

! Tuition claims approved after 12/7/2022 will be reimbursed in 2023 but will apply to the 2022 annual limit of \$5,250. Reimbursements over \$5,250 based on reimbursement date will be considered taxable.

! Preapproval must be submitted and approved by Tuition Reimbursement before your course(s) begins. Refer to the above Knowledge Center Tab for Luxottica's Tuition Reimbursement Policy.

! I understand the policies and procedures as defined in the Tuition reimbursement policy to include the Repayment Process and agree to abide by them.



General Tuition Reimbursement Program

Get Program Preapproved

You're required to have your academic or professional program approved before you can be reimbursed.

[Get Preapproved](#)


Get Reimbursed for Your Education Expenses

[Request Reimbursement](#)

- [How does the General Tuition Reimbursement Program work?](#)
- [What expenses are eligible?](#)
- [Tuition Reimbursement Policy - U.S. and Puerto Rico](#)
- [Tuition Reimbursement Policy - Canada](#)

Pre-approvals:

Step 1 - Under the Education tab of the website, you will select "Get Preapproved"



General Tuition Reimbursement Program

Get Program Preapproved

You're required to have your academic or professional program approved before you can be reimbursed.

[Get Preapproved](#)

Step 2 – Enter all fields in the subsequent page for the preapproval being requested:

Get Program Preapproved

Enter Information

Review Information

Send Documents

Complete

Enter Program Information

Complete the required information to have your program preapproved.

Institution	TCI College of Technology		
Program Start	January	2020	
Anticipated Completion Date	December	2021	
Type of Program	Bachelor's Degree		
Field of Study	Optometry		
Institution Zip Code	10001		
Is this program job related?	Yes		
Regional Mgr, Director or Above Signature	John Doe		

[Continue](#) [Cancel](#)

Step 3: On the following screen, you will be asked to confirm your preapproval information. Once confirmed, you will hit continue:

Your Spending Account

[Account Summary](#)[Education ▼](#)[Commuter ▼](#)[Knowledge Center](#)

Get Program Preapproved

Enter Information

Review Information

Send Documents

Complete

Review Your Program Information

Institution	TCI COLLEGE OF TECHNOLOGY
Program Start	January 2020
Anticipated Completion Date	December 2021
Type of Program	Bachelor's Degree
Field of Study	OPTOMETRY
Institution Zip Code	10001
Is this program job related?	Yes
Regional Mgr, Director or Above Signature	John Doe

[Continue](#)[Make Changes](#)[Cancel](#)

Step 4: Click "Create Preapproval to create a form that your manager can sign off on:

Get Program Preapproved

Enter Information

Review Information

Send Documents

Complete

Fax or Mail Documents

[View the documentation](#) you may need to send to have your preapproval processed.

To send documentation for your program preapproval by fax or mail:

1. Choose **Create Preapproval** below to create a cover sheet, which will open in a secondary window.
2. Print the cover sheet, sign it, and have appropriate approvers sign it.
3. Include the documents with the cover sheet when you send it.

[Create Preapproval](#)[Go Back](#)[Cancel](#)

Step 5: Once your manager has signed off on the preapproval form, the form needs to be faxed, mailed, or uploaded to be approved by Your Spending Account. Instructions are on the pre-approval form to fax

or mail the document. You can scan your document and upload it via the Your Spending Account website as well by viewing your preapproval detail:

Course Preapproval Detail

[Return to Education Preapprovals](#)



Documents Due to Process This Preapproval.

You can [upload your documents](#) on this site or [print a cover sheet](#) to fax or mail them.

Course Code & Name ? (e.g. FIN2150 - Finance)	A	Institution Name	ABC TEST
Status	Documents Due	Preapproval ID	P90044236
Course Start Date	11-17-2019	Institution Zip Code	32828
Anticipated Completion Date	11-18-2019	Manager Name	MASSEY

Send Documents for Course Preapproval

Program Type	Institution Name	Course	Course Start Date
Bachelor's Degree	ABC TEST	A	11-17-2019

Upload Documents

View the [documentation](#) you may need to send to have your preapproval processed.

To upload documentation for your course preapproval:

1. Choose a file to upload.
(You may only upload **one** file at a time.) No file chosen
2. Choose **Upload** to send your documents.

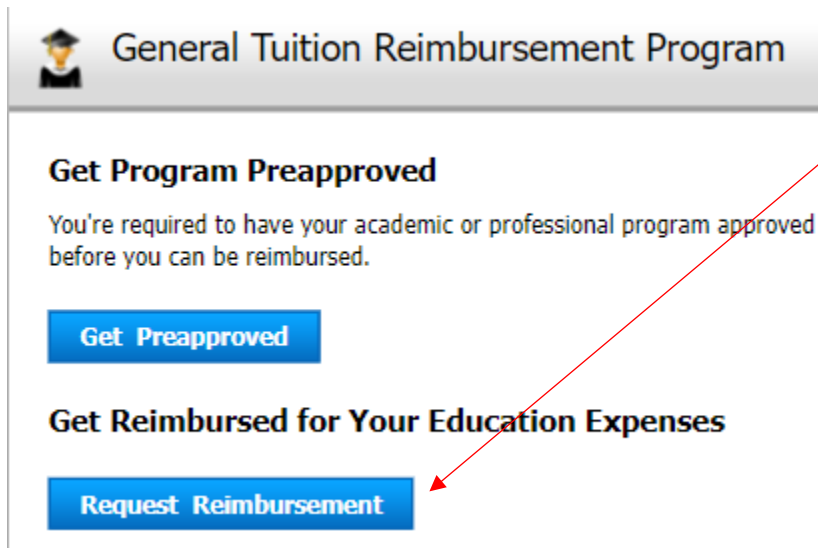
Files Uploaded


File	File Size
-------------	------------------

You don't have any uploaded files at this time.

Requesting Reimbursement:

Step 1: Click on the Request Reimbursement option from the tuition drop down menu:



 **General Tuition Reimbursement Program**

Get Program Preapproved

You're required to have your academic or professional program approved before you can be reimbursed.

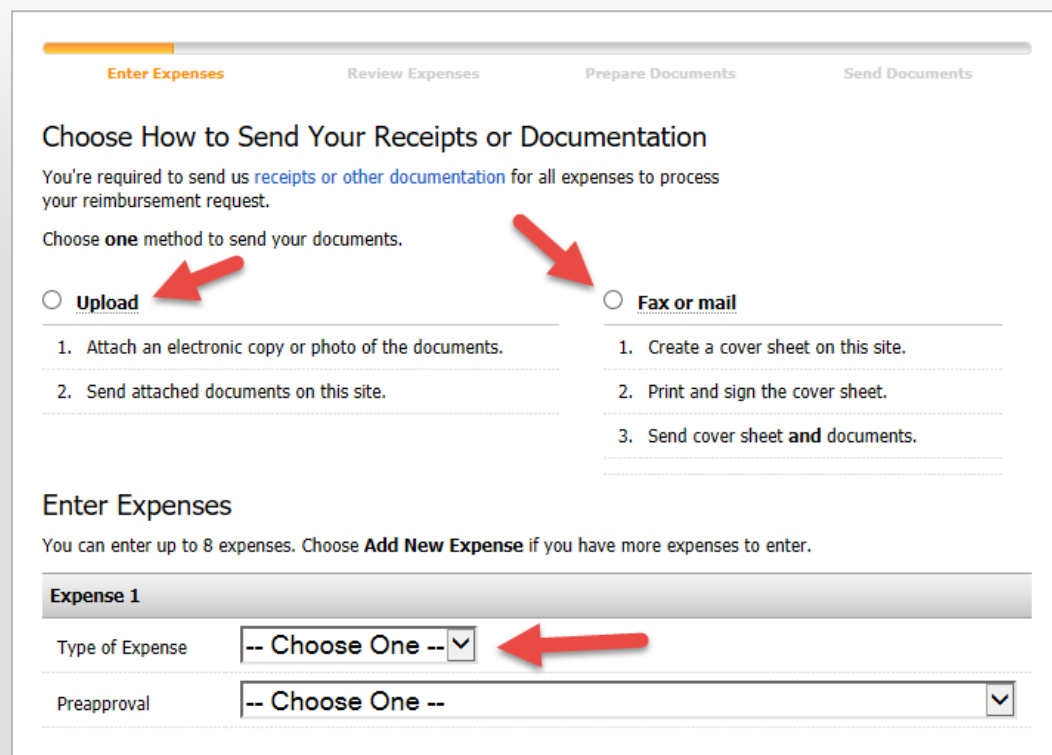
Get Preapproved

Get Reimbursed for Your Education Expenses

Request Reimbursement

Step 2: Select how you want to submit your claim. If you choose upload, your documentation will be requested in the following screens. If you choose fax or mail, the system will create a cover sheet you will include with your documentation to request reimbursement:

Create Education Reimbursement Request



Enter Expenses **Review Expenses** **Prepare Documents** **Send Documents**

Choose How to Send Your Receipts or Documentation

You're required to send us [receipts or other documentation](#) for all expenses to process your reimbursement request.

Choose **one** method to send your documents.

☐ **Upload**

1. Attach an electronic copy or photo of the documents.
2. Send attached documents on this site.

☐ **Fax or mail**

1. Create a cover sheet on this site.
2. Print and sign the cover sheet.
3. Send cover sheet **and** documents.

Enter Expenses

You can enter up to 8 expenses. Choose **Add New Expense** if you have more expenses to enter.

Expense 1

Type of Expense: **-- Choose One --**

Preapproval: **-- Choose One --**


Step 3: Fill in all fields on requested below and hit continue:

Expense 1	
Type of Expense	Tuition Fee
Preapproval	-- Choose One --
Actual Course Begin and End Dates	<input type="text"/> to <input type="text"/> (mm-dd-yyyy)
Course Name and Number	<input type="text"/>
Course Start Date	<input type="text"/> (mm-dd-yyyy)
Course End Date	<input type="text"/> (mm-dd-yyyy)
Institution	<input type="text"/>
Course End Date	<input type="text"/> (mm-dd-yyyy)
Institution Zip Code	<input type="text"/>
Credit Hours	<input type="text"/>
Course Grade	-- Choose One --
Grant or Scholarship	\$ <input type="text"/>
Expense Amount	\$ <input type="text"/>
Undergrad/Grad	-- Choose One --
Is this program job related?	-- Choose One --

Step 4: You will be asked to confirm your reimbursement request information. Once confirmed, you will hit continue:

Review Expenses

Expense 1	950256560-01	Change This Expense
Preapproval	Master's (P90039875) BUSINESS INFORMATICS, January 2019	
Type of Expense	Tuition Fee	
Actual Course Begin and End Dates	10-01-2019 to 11-01-2019	
Course Name and Number	BUSINESS INFORMATICS	
Course Start Date	10-01-2019	
Course End Date	11-01-2019	
Institution	NORTHERN KENTUCKY UNIVERSITY	
Course End Date	11-01-2019	
Institution Zip Code	41099	
Credit Hours	3	
Course Grade	A	
Grant or Scholarship	\$0.00	
Expense Amount	\$1,000.00	
Undergrad/Grad	Undergraduate	
Is this program job related?	Yes	
Total Adjusted Amount	\$1,000.00	(The total expense amount has been adjusted based on your employer's rules.)

[Continue](#)[Make Changes](#)[Cancel](#)

Step 5A: If you chose upload, the next screen will ask you to upload documentation. You can browse for files on your computer with the browse button. Once you select your files, click Upload. Once your files are listed in the Files Uploaded section below, click Submit Request:

Create Education Reimbursement Request

Enter Expenses

Review Expenses

Send Documents

Information Submitted

Upload Documents

To upload receipts or documentation for expenses:

1. Choose a file to upload.
(You may only upload **one** file at a time.) **Browse...**
2. Choose **Upload** to send your documents. **Upload**

Files Uploaded

File	File Size
You don't have any uploaded files at this time.	

Note: By uploading documents and submitting your claim(s), you agree that any expense paid through the account hasn't been reimbursed. You also agree not to seek reimbursement from another plan for any expenses that are paid by the account. Claims decisions will be made according to plan provisions.

I certify that the expenses for which I'm requesting reimbursement, or for which I'm validating:

- Were adjusted by the amount of all grants, scholarships, financial aid (that I am not required to repay)
- Were adjusted by the amount of course discounts I have received or that have been paid on my behalf
- Additionally, I acknowledge that providing false or fraudulent information is grounds for termination of my employment.

Submit Request **Make Changes** **Cancel**

Step 5B: If you chose fax or mail for your mode of submission, you will need to click create cover sheet. This will allow you to print a cover sheet with your claim information that you can include with your claim submission. Instructions for submitting via fax or mail are included with the cover sheet:

Create Education Reimbursement Request

Enter Expenses

Review Expenses

Prepare Documents

Send Documents

Fax or Mail Documents

To send receipts or documentation for expenses by fax or mail:

1. Choose **Create Cover Sheet** below.
2. Print the cover sheet and send it **with** your [receipts or other documentation](#)

Note: By creating and sending the cover sheet by fax or mail, you certify that any expense paid through the account hasn't been reimbursed, and you agree not to seek reimbursement from another plan for any expenses that are paid by the account. Claims decisions will be made according to plan provisions.

Create Cover Sheet

Make Changes

Cancel