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We make it easy for you to submit and manage your claims.

## **Types of Claims**

There are three ways we may receive clain formation: 1. from your health insurance plac, through your payment card, and reimbursement request you enter online or on your mobile app. If we receive a claim from your health insurance plan or through your payment card, there is no need for you to enter a separate request.

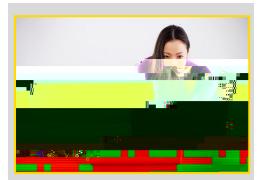
# **Viewing Existing Claims**

All claims, including payment card charges and those submitted to us by your health insurance plavill automatically be recorded for you in your online accounted in the mobile app. Simply log in and click to see the claim status and details.

#### Enter a New Claim

If you pay for an expensesing personal fund (shot your payment card), you will need to enter a claim for reimbursement. Entering a new claim is easy.

- x Log into your online account mobile app
- x Click to add a new request for payment or reimbursement.
- x Enter the required information about your expense.



## Good to know!

- x You may only submit claims for services incurred during the plai year or employment period. An expense is incurred when a service is received of when a bill is paid.
- If you paidusingyour payment card, there is no need to add a new claim. Just be ready to submit an itemized receipt if requested.
- x An Explanation of Benefits (EOE provided by your insurance carrier usually has all the required information. Non itemized statements, cash register receipts, credit card receipts and canceled checks a never sufficient because they do not contain payment details

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x Log into your onlineacco

# How do I enter a new claim?

Entering a new claim is easy. Simply:

- x Log into your online accould r mobile app
- x Click to add a new request for payment or reimbursement.
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