Submitting Expenses Quick Start Guide

Learn how to enter a request for reimbursement and provide receipts online.

Go to your account home page

- Sign in with your credentials.

On the home page

- Click on the **Enter New Claims** button on the row of Common Action buttons next to your name.

REMINDER:

If you do not submit proper documentation (see Step 4), we cannot process your claim. This would be a receipt with the following information: service provider's name, the service provided, the service date, the service amount, and the amount you paid.

Submitting a Claim

- Below is a step-by-step summary for submitting claims and providing supporting documentation. As you go through these steps, we encourage you to look over each page carefully to familiarize yourself with the claim submission process.

1 **Step 1. Select Category –**
Choose your **Claim Category** from the drop down menu and click **Continue**.

2 **Step 2. Enter Details –**
Provide your claim details and select either **Pay Self** or **Pay Provider**. Click **Continue**.

3 **Step 3. Submit Claims –**
Review your information to make sure everything you entered on the previous screen is correct. Click **Submit**.

4 **Step 4. Completed Successfully –**
Take note of your transaction # and/or print this page for your records. Afterwards, click the **Upload Supporting Documents** link to submit documentation now. If you are faxing or mailing, click the **Cover Sheet** link.

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