

# Payments and Reimbursements

#### 1. Go to "Payments & Reimbursements"

Balances     Existing Claims       DCAP 2015 PLAN     \$146.15       Active     Claims From Insurance Plan <sup>®</sup> Limited Use FSA 2015 PLAN     \$1,888.54       Active     My Created Claims <sup>®</sup> Limited Use HRA 2015 PLAN     \$167.15       Active     Payment Card Transactions <sup>®</sup> 10/12/15	Claim 767878 for \$34.97 is Paid, Under Review Claim 767879 for \$254.90 is Paid, Under Review Claim 769351 for \$4.55 is Paid By Other Claim 772336 for \$10.00 is Approved, Proce
DCAP 2015 PLAN     \$146.15     Active       Limited Use FSA 2015 PLAN     \$1,888.54     Active       Limited Use FSA 2015 PLAN     \$1,888.54     Active       Limited Use FRA 2015 PLAN     \$1,888.54     Active       HSA     Active     My Created Claims ®       HSA*     Active       Mustiments:     \$0.00       Total Value:     \$5,472.73	Activity Claim 772414 for \$1.00 is Approved, Proces Claim 767678 for \$34.97 is Pald, Under Review Claim 767679 for \$254.90 is Pald, Under Review Claim 772336 for \$10.00 is Approved, Proce Claim 772354 for \$5.00 is Approved, Proces Claim 772254 for \$5.00 is Approved, Proces
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Total Value:     \$5,472.79       View Prior Year Accounts -	It's hard to beat the triple tax savings of your HSA!
View Prior Year Accounts -	It's hard to beat the triple tax savings of your HSA!
	Lise personal funds to power health care expenses
I want to Benefit Wallet	For support please call 877.472.4200
Manage investments Access forms and documents	
Order a payment card Create a New Claim Existing Claims	
Order an HSA checkbook	
Go to my HSA Save-It!  Already made a payment? Claims From	My Created Claims Payment Card
Reimburse yourself for eligible expenses paid out-of-pocket.	2 Transactions ?
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Why am I being asked for documentation and	
Save it for Later! ⑦ What happened to the claims that used to be	
HSA Save-It! Amount: \$1,031.65 How can I make the most of my HSA?	
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Create a New HSA Save-It! Record I want to learn more about my account(s). What expenses are qualified for payment from	om my account(s)?
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### 2. Select a claim to complete or select "Create New Claim"

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1. Details 2. Review 3. Documentation 4. Confirmation	
Enter Service Date	
Service Date: 10/10/2015 Claims matching the date entered are	
♥ We found possible matching expenses already in the system. Isted : Select the	
claim to complete or	
If an existing expense is a match, please select the expense and click continue below. Or if there is no match, then select "None of these expenses match" and click continue. expenses match"	
Match? Provider Amount Source Status and "Continue".	
Match? Provider Amount Source Status O Dr. Nick \$10.00 Member Created Approved, Processing Reimbursement	
None of these expenses match	
Cancel Continue	

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## 3. Enter claim details

Pay a Provider				
• 1. Details • • •	2. Review	cumentation -	4. Confirmation	
Enter Details				
Service Date:	10/10/2015			
Payment Amount:	\$5.00			
Service For:	DYLAN HAND (Default)	~		
	Add Dependent			
Service Type:	Acupuncture	~		
Vendor/Provider:	Dr. Smith			
Description:	Optional (maximum 100 chara	acters)		
Description.				
Pay To:		~		
	Add New Payee Payment will be sent to:			
	DR. SMITH			
	123 Test St Test, PA 18954			
	Edit Payee			
Account / Invoice #:	Optional			
Check Memo:	Optional	y a Provider		
		1. Details 2	. Review 3. Docume	ntation4. Confirmation
Update Date of Service C	cancel Continue			
	Re	eview Claim Details Service Date:	10/10/2015	
		Service For:	DYLAN HAND	
		Payment Amount:		
	claim details	Vendor/Provider:		
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		Service Type:		
		Description:		
		Account / Invoice #:		
		Memo:		
		Edit Claim Detail Cancel	Continue	

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# 4. Upload documentation and submit the claim.

	For support please call 877.472.4200 Sign out
nefit Wallet	You may upload
Accounts & Balances 🔹 Payments & Reimbursements 👻 My Payment Card 👻 My Profile 👻 Help & Tools	documentation for all claims; even when
y a Provider	documentation is not required.
1. Details 2. Review 3. Documentation 4. Confirmation	If you skip the
	documentation upload step
	when documentation is required, the claim is saved
Documentation is not required for the payment of this claim. However, you can upload supporting documentation for your records in case of an IRS audit.	to "Un-submitted Claims".
What is acceptable documentation? Why would I do this?	
Upload Online - Easy! Browse and upload image files from your computer.	
No thanks - I will skip the documentation step (you can always add documentation later).	
\cknowledgment	
I understand that it is my responsibility to determine whether distribut for any tax consequences that may occur. Pay a Provider	
I acknowledge that these expenses will be reimbursed solely from m I Accept	3. Documentation 4. Confirmation
Review Claim Cancel Continue	
	entation" button, then browse to select a document from your computer.
<ul> <li>Acceptable file types include: .pdf, .jpg, .jpeg,</li> </ul>	.gif, .png, .tif, and .bmp.
size by lowering the scanner's resolution to 30	B (2,000KB). Helpful hint: If a scanned file is too large, you can shrink the 0 dpi and scanning in grayscale or black & white.
What is acceptable documentation?	
Upload Documentation	
Document 1 (delete):	
Document i (verese).	
S	
PDF	
Submit	

#### 5. Claim has been successfully submitted.

						For support please call 877.472.4200	Sign out
Benefit <b>Wallet</b>							Messages
Home Accounts & Balances	Payments & Reimbursements	My Payment Card	My Profile	Help & Tools			
1. Details	2655 has been submitte		4. Confirmation	-1	I want	to View Claim Detail	
Service For Payment Amount Vendor/Provider	: Dr. Smith : Acupuncture :					Go to Payments & Reimbursements Set claim to repeat on a schedule Create a New Payment to a Provider Go Home	

For More Information

Contact the BenefitWallet Service Center by going to "Contact BenefitWallet Service Center" under the "Help & Tools" menu.

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