NEW! How to save and view receipts

Make a payment and upload a receipt at the same time

Go to the claims center to initiate payments. Select "Make a Payment/ Add a Claim" for a new payment or reimbursement.

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My Account | **Claim Center** | Communication Center | FAQs | Help Center

QUICK LINKS

Claim Center

- Make a Payment / Add a Claim
- Schedule Claim Payment
- Filing Cabinet
- View Reimbursement Schedule

Enter Claim Details > Review Submission > Documentation > Subm...

Enter Claim Details

Choose to pay this claim now, or save it for payment at a later date.

✓ Submit Now	○ Save for Later
Yes! This claim is an immediate payment request.	I want to save this claim to my Filing Cabinet and submit it later.

New Claim — Claim 1

Service For
CHARRON, GLEN A (Default)
Add Dependent

Claim Amount

Vendor/Provide...

Select "Submit Now," then enter and review your payment information.

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QUICK LINKS

Claim Center —

- Make a Payment / Add a Claim
- Schedule Claim Payment
- Filing Cabinet
- View Reimbursement Schedule

Enter Claim Details > Review Submission > **Documentation** > Submit for Payment

Documentation Options

Dr. Smith	$52.50
10/03/2013	View Details

This claim does not require documentation

Documentation is not required for the payment of this claim. However, you can upload supporting documentation for your recordkeeping purposes.
What is acceptable documentation?
Why would I do this?

Choose a submission option.

✓ Upload Online	○ No Thanks
Easy! Browse and upload image files from your computer.	I will skip the documentation step.

Upload your receipt after reviewing your submission information.

Quick tip: You can view the receipt at any time by clicking on the desired receipt from the claims center.

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Upload a receipt without making a payment

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QUICK LINKS

Claim Center —

▸ Make a Payment / Add a Claim
▸ Schedule Claim Payment
▸ Filing Cabinet
▸ View Reimbursement Schedule

Enter Claim Details → Review Submission → Documentation → Subm...

Enter Claim Details

Choose to pay this claim now, or save it for payment at a later date.

Submit Now
Yes! This claim is an immediate payment request.

✓ **Save for Later**
I want to save this claim to my Filing Cabinet and submit it later.

> Begin to make a payment and select "Save for Later," then enter and review your payment information.

New Claim   Claim 1 ⊖

Service For
CHARRON, GLEN A (Default) ▾
Add Dependent

Claim Amount

Vendor/Provider

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QUICK LINKS

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Easy! Browse and upload image files from your computer.

No Thanks
I will skip the documentation step.

> Upload your receipt after reviewing your submission information.
>
> **Quick tip:** To view these receipts at any time go to the "Filing Cabinet".

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Attach a receipt to a payment that you have already submitted

Claim Center

Claim Summary

My Paid Claims by Account (12 mos)

Account Name	Paid Amount
HSA	$486.60

My Spending by Month

Health Plan Claims that you choose to archive can be viewed in the Filing Cabinet.

Search:

Claim ID	Vendor/Provider	Date of Service	Claim Type	Claim Amount	Paid Amount
718177	Dr. Smith	10/09/2013	Reimbursement Request	$10.00	$10.00
719074	Dr. Smith	10/03/2013	Reimbursement Request	$52.50	$52.50

> **Go to the "Claims Center" and click on the desired payment/claim.**

Claim Center

Claim #719074

« Previous Claim   Next Claim »

Claim Details

Service For	CHARRON, GLEN A	Claim Status	Approved, Processing Reimbursement
Vendor/Provider	Dr. Smith	Claim Type	Reimbursement Request
		Claim Amount	$52.50
Date of Service	10/03/2013	Approved Amount	$52.50
Submit Date	10/25/2013	Paid	$52.50
Documentation Received	Not Required	Not Yet Paid	$0.00
Service Type	Allergy Treatment	Reimbursement Issued	

Service Description	Customer Service Notes
Add	

Account	Paid
HSA	$52.50

Go Back   Upload Claim Documents   Print Claim Form

> **Choose "Upload" to attach your receipt.**
>
> **Quick tip:** You can view the receipt at any time by clicking on the desired receipt from the "Claims Center".

For more information

Contact the BenefitWallet Service Center at 1.855.BEN.2500.

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