BenefitWallet®

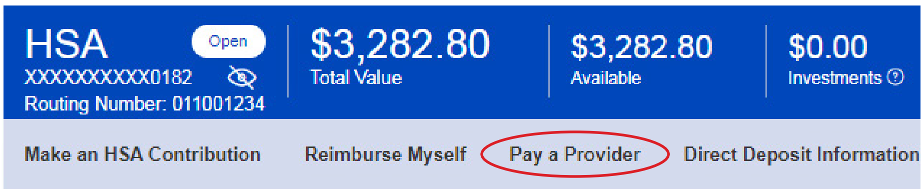
How to pay a provider using the BenefitWallet® member portal

You can quickly and easily pay a health care provider with the BenefitWallet member portal, either with a paper check or electronic transfer. For an electronic transfer, you will need to know the account and routing numbers for your provider.

Step 1

Log in to the BenefitWallet member portal at **www.mybenefitwallet.com** and click ***Pay a Provider***.

- If you need to create a User ID and Password, click ***First Time User***.
- If you have forgotten your User ID, click ***Forgot User ID***.

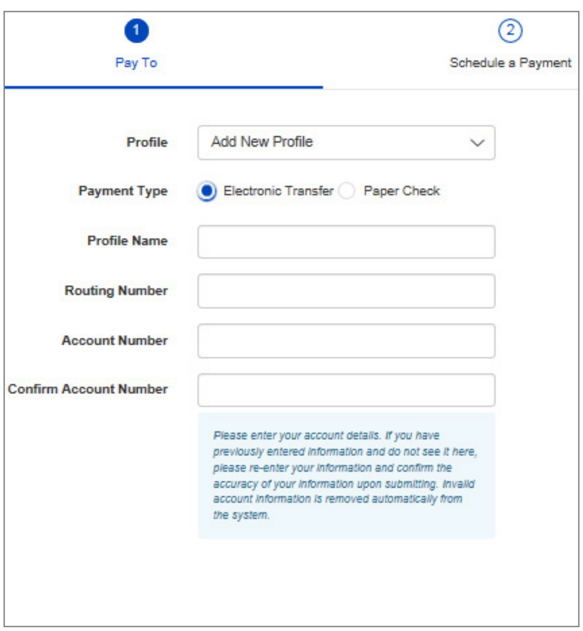


Step 2

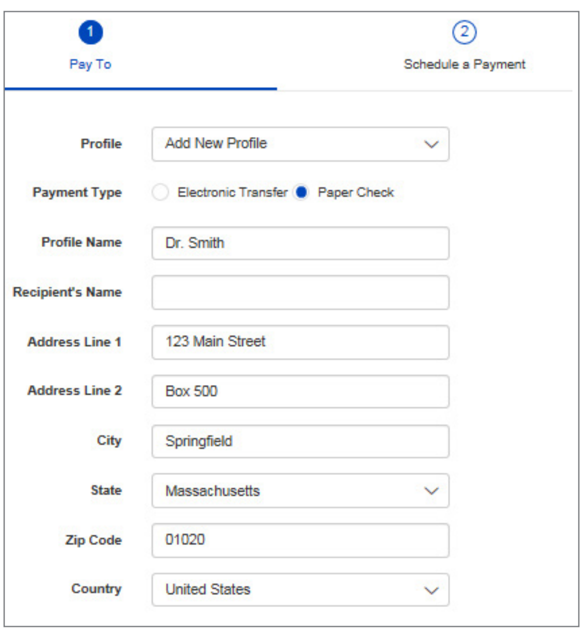
Click ***Add New Profile*** to start the process for paying the provider:

- Click either ***Electronic Transfer*** or ***Paper Check*** and complete the necessary information.
  – To pay a provider via electronic transfer, you will need the provider's bank account and routing numbers.
  – To pay a provider via paper check, you will need the provider's full mailing address.
- Click ***Next*** when you've finished entering the provider's information.

Add New Profile: Electronic Transfer



Add New Profile: Paper Check



Step 3

To complete paying a provider, complete the ***Schedule a Payment*** tab.

- Select ***One Time*** or ***Recurring***.
- Fill in the amount, select the issue date, and add an optional memo or note for the payee (paper check only).
- If you'd like, upload documentation to support your payment by clicking ***Upload Documentation***; this is optional.
- Click ***Next*** and verify the payment information on the screen.
- Click ***Submit*** to complete the transaction.