



### Claims processing for 2021 Flexible Spending Account balances

- Blackout period: April 1 – April 17, 2022
- Before the blackout period (January 1 – March 31, 2022) submit your 2021 HCFSA/HRA qualified medical, dental and vision claims to your current plan administrator, either ConnectYourCare or UnitedHealthcare.
- After the blackout period (April 18) submit your 2022 HCFSA/HRA qualified medical, dental and vision claims to BenefitWallet
- UnitedHealthcare participants: below dates are for spending accounts; medical is a year from date of service for out-of-network providers

<b>March 31, 2022</b> <b>Last day to submit 2021 claims to ConnectYourCare or UnitedHealthcare</b>	<b>As of April 18, 2022</b> <b>Submit your 2022 claims to BenefitWallet</b>
<p><b>ONLINE:</b></p> <ul style="list-style-type: none"> <li>• <b>CYC:</b> Log on to <a href="http://connectyourcare.com">connectyourcare.com</a> &gt; I want to...Reimburse Myself &gt; Complete the online form &gt; Select continue and follow the onscreen prompts</li> <li>• <b>UnitedHealthcare:</b> Log on to <a href="http://myuhc.com">myuhc.com</a> &gt; Claims &amp; Accounts &gt; Submit a Claim &gt; Type of Claim &gt; follow prompts to complete and submit claim</li> </ul>	<p><b>ONLINE:</b></p> <p>Log on to <a href="http://mybenefitwallet.com">mybenefitwallet.com</a>:</p> <ul style="list-style-type: none"> <li>• Select <i>File a Claim</i> and follow the easy steps on the screen to enter information about your claim.</li> <li>• Continue through the screens and submit the required documentation via the online upload feature.</li> </ul>
<p><b>FAX:</b></p> <ul style="list-style-type: none"> <li>• <b>CYC:</b> Call customer service or log on to <a href="http://connectyourcare.com">connectyourcare.com</a> &gt; I want to...Reimburse Myself &gt; Print cover sheet with unique barcode for each claim &gt; Complete the form &gt; Attach claim documentation &gt; Fax to the designated fax number</li> <li>• <b>UnitedHealthcare:</b> Log on to <a href="http://myuhc.com">myuhc.com</a> &gt; Claims &amp; accounts &gt; Submit a claim. Then, scroll down to View More Forms &gt; Find Other Commonly Used Forms &gt; FSA, HRA forms. Complete and fax to <b>248.733.6148</b></li> </ul>	<p><b>FAX:</b></p> <ul style="list-style-type: none"> <li>• Log on to <a href="http://mybenefitwallet.com">mybenefitwallet.com</a>, access the Resource Center and download the Claim Submission form</li> <li>• Print the Claim Submission form and follow the instructions on the form.</li> <li>• Fax to 1-877-841-1152</li> </ul>
<p><b>MAIL:</b></p> <ul style="list-style-type: none"> <li>• <b>CYC:</b> Call customer service or log on to <a href="http://connectyourcare.com">connectyourcare.com</a> &gt; I want to...Reimburse Myself &gt; Print cover sheet with unique barcode for each claim &gt; Complete the form &gt; Attach claim documentation &gt; Mail to the designated address</li> <li>• <b>UnitedHealthcare:</b> Log on to <a href="http://myuhc.com">myuhc.com</a> &gt; Claims &amp; accounts &gt; Submit a claim. Then, scroll down to View More Forms &gt; Find Other Commonly Used Forms &gt; FSA, HRA forms. Complete and mail to <b>UnitedHealth Care, Health Care Account Service Center, P.O. Box 740378, Atlanta, GA, 30374</b></li> </ul>	<p><b>MAIL:</b></p> <ul style="list-style-type: none"> <li>• Log on to <a href="http://mybenefitwallet.com">mybenefitwallet.com</a>, access the Resource Center and download the Claim Submission form</li> <li>• Print the Claim Submission form, follow the instructions on the form and send to:  BenefitWallet PO Box 18009, Suite B Norfolk, VA 23501</li> </ul>