

BenefitWallet®



Payments and Reimbursements

1. Go to "Payments & Reimbursements"

BenefitWallet®

For support please call 877.472.4200 | Sign out

Messages

Home Accounts & Balances Payments & Reimbursements My Payment Card My Profile Help & Tools

Welcome

Accounts Summary

Plan Name	Balance	Status
DCAP 2015 PLAN	\$146.15	Active
Limited Use FSA 2015 PLAN	\$1,888.54	Active
Limited Use HRA 2015 PLAN	\$167.15	Active
HSA:		Active
Available:	\$5,472.79	
Investments:	\$0.00	
Total Value:	\$5,472.79	

[View Prior Year Accounts](#)

Payments & Reimbursements

Existing Claims

- [Claims From Insurance Plan](#)
- [My Created Claims](#)
- [Payment Card Transactions](#)

Recent Account Activity (Last 15 Days)

Date	Activity
10/12/15	Claim 772414 for \$1.00 Is Approved, Proces...
10/12/15	Claim 767878 for \$34.97 Is Paid, Under Review
10/12/15	Claim 767879 for \$254.90 Is Paid, Under Review
10/12/15	Claim 769351 for \$4.55 Is Paid By Other
10/10/15	Claim 772336 for \$10.00 Is Approved, Proces...
10/05/15	Claim 772254 for \$5.00 Is Approved, Proces...

HSA Save-It!
It's hard to beat the triple tax savings of your HSA! Use personal funds to cover health care expenses.

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Home Accounts & Balances Payments & Reimbursements My Payment Card My Profile Help & Tools

Payments & Reimbursements

Create a New Claim

- Already made a payment?**
Reimburse yourself for eligible expenses paid out-of-pocket.
[Create a New Reimbursement](#)
- Have an unpaid invoice?**
Pay your provider using your healthcare account.
[Create a New Payment to Provider](#)
- Save it for Later!**
HSA Save-It! Amount: \$1,031.65
[Create a New HSA Save-It! Record](#)
[Go to HSA Save-It! >](#)

Existing Claims

- Claims From Insurance Plan**
12 Item(s) Requiring Attention
[View all Claims From Insurance Plan](#)
- My Created Claims**
1 Item(s) Requiring Attention
[View all My Created Claims](#)
- Payment Card Transactions**
0 Item(s) Requiring Attention
[View all Payment Card Transactions](#)

Not sure where to start?

- I paid for an expense with personal funds, now what do I do?
- I received an invoice from my provider, what are my payment options?
- Why am I being asked for documentation and how do I submit it?
- What happened to the claims that used to be in the Filing Cabinet?
- How can I make the most of my HSA?
- I want to learn more about my account(s).
- What expenses are qualified for payment from my account(s)?
- I started a claim, but now I can't find it.
- I want to set up a recurring claim.

From the Payments & Reimbursements page, choose "Create a New Reimbursement" or "Create a New Payment to Provider"

2. Select a claim to complete or select "Create New Claim"

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Home Accounts & Balances Payments & Reimbursements My Payment Card My Profile Help & Tools

Pay a Provider

The following claims are ready for payment. Either select one of the claims below to pay or select Create New Claim to create a new payment.

Claims Ready for Payment

Claim ID	Date of Service	Vendor/Provider	Service For	Claim Amount	Action
769349	08/08/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$4.95	Pay my Provider
769348	08/07/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$5.15	Pay my Provider
769347	08/08/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$5.35	Pay my Provider
769346	08/05/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$5.55	Pay my Provider
769345	08/04/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$5.75	Pay my Provider
769344	08/03/2015	The Maryland Center For Oral Surgery and Dental Im	DYLAN HAND	\$5.95	Pay my Provider
769343	08/02/2015				
769342	08/01/2015				
762877	04/13/2015				
762876	04/13/2015				
762875	04/13/2015				
762874	04/13/2015				

Create New Claim

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Messages

Home Accounts & Balances Payments & Reimbursements My Payment Card My Profile Help & Tools

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation

Enter Service Date

Service Date: 10/10/2015

Cancel Continue

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select the date of the claim and "Continue"

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Home Accounts & Balances Pay

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation

Enter Service Date

Service Date: 10/10/2015 Edit Date of Service

We found possible matching expenses already in the system.

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.

Match?	Provider	Amount	Source	Status
<input type="radio"/>	Dr. Nick	\$10.00	Member Created	Approved, Processing Reimbursement
<input checked="" type="radio"/>	None of these expenses match			

Cancel Continue

Claims matching the date entered are listed. Select the claim to complete or "None of these expenses match" and "Continue".

3. Enter claim details

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation

Enter Details

Service Date: **10/10/2015**

Payment Amount:

Service For: [Add Dependent](#)

Service Type:

Vendor/Provider:

Description:

Pay To: [Add New Payee](#)

Payment will be sent to:

DR. SMITH
123 Test St Test, PA 18954

[Edit Payee](#)

Account / Invoice #:

Check Memo:

Review claim details before continuing to the next step.

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation

Review Claim Details

Service Date: **10/10/2015**

Service For: **DYLAN HAND**

Payment Amount: **\$5.00**

Vendor/Provider: **Dr. Smith**

Pay To: **DR. SMITH**
123 Test St
Test, PA 18954

Service Type: **Acupuncture**

Description:

Account / Invoice #:

Memo:

4. Upload documentation and submit the claim.

For support please call 877.472.4200 [Sign out](#)

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Home Accounts & Balances Payments & Reimbursements My Payment Card My Profile Help & Tools

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation

Documentation

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.

[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).

Acknowledgment

I understand that it is my responsibility to determine whether distribution of these expenses will result in any tax consequences that may occur.

I acknowledge that these expenses will be reimbursed solely from my benefit.

I Accept

[Review Claim](#) [Cancel](#) [Continue](#)

You may upload documentation for all claims; even when documentation is not required.

If you skip the documentation upload step when documentation is required, the claim is saved to "Un-submitted Claims".

Pay a Provider

1. Details 2. Review 3. Documentation 4. Confirmation


To upload documents, click on the "Upload Documentation" button, then browse to select a document from your computer. After the document is uploaded, you may repeat as many times as needed.

- Acceptable file types include: .pdf, .jpg, .jpeg, .gif, .png, .tif, and .bmp.
- Please make sure your file is smaller than 2MB (2,000KB). Helpful hint: If a scanned file is too large, you can shrink the file size by lowering the scanner's resolution to 300 dpi and scanning in grayscale or black & white.

[What is acceptable documentation?](#)

[Upload Documentation](#)

Document 1 (delete):



[Submit](#)

5. Claim has been successfully submitted.

The screenshot displays the BenefitWallet user interface. At the top right, there is a support contact number (877.472.4200) and a 'Sign out' link. The main navigation bar includes 'Home', 'Accounts & Balances', 'Payments & Reimbursements', 'My Payment Card', 'My Profile', and 'Help & Tools'. A 'Messages' link is also present. A green checkmark icon and the text 'Success! Claim 772655 has been submitted for payment.' are prominently displayed. Below this, a progress bar shows four steps: 1. Details, 2. Review, 3. Documentation, and 4. Confirmation. The 'Details' step is currently active. A 'Claim Details' box on the left lists the following information: Service Date: 10/10/2015, Service For: DYLAN HAND, Payment Amount: \$5.00, Vendor/Provider: Dr. Smith, Service Type: Acupuncture, Description: (blank), Account / Invoice #: (blank), and Memo: (blank). On the right, a 'I want to...' section offers four options: 'View Claim Detail' (marked with a star), 'Go to Payments & Reimbursements', 'Set claim to repeat on a schedule', 'Create a New Payment to a Provider', and 'Go Home'.

For More Information

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

Please note that all images shown are for illustrative purposes only.