How to File a Claim in the **Mobile App**

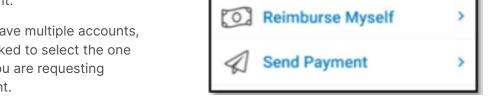
Note: These instructions are subject change, see full article here.

To file a claim in the benefits mobile app, complete the following steps:



Tap "Reimburse Myself" or "Send Payment."

Note: If you have multiple accounts, you will be asked to select the one from which you are requesting reimbursement.



Tap "Add New Payee" or tap an existing payee from the list.



I Want To

- Complete the required fields on the Claim Details screen.
- Scroll down and then tap "Upload Receipt" to upload the documentation associated with your claim.

Note: The camera on your device will automatically activate to allow you to take a picture of your documentation, or you may upload a document from your storage files or a picture from your camera roll. If you have receipts saved in your receipt organizer, you can access them by clicking "Receipt Organizer."

After the documentation is added to the claim, tap "Submit" to submit the claim for processing.

Manual Claim Form

Note: These instructions are subject to change. Access the Claim Form and see the full article <u>here</u>.

Use the Claim Form to request reimbursement for any eligible out-ofpocket expenses not paid for with your WEX benefits card.

- Complete the Claim Form.
- Submit the completed form and your receipt(s)/documentation in one of the following ways:
 - ☐ FAX:

866-451-3245

Mail:

WEX PO Box 2926 Fargo, ND 58108-2926

√ Email:

forms@wexhealth.com