

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:

- 1 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.



- 2 Tap “Add New Payee” or tap an existing payee from the list.



- 3 Complete the required fields on the Claim Details screen.

- 4 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.”

- 5 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 [here](#).

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

- 1** Complete the Claim Form.
- 2** 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