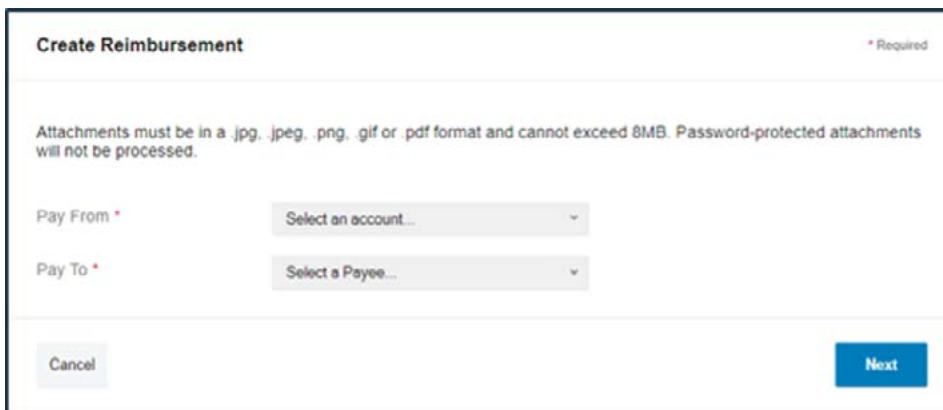


How to File a Claim in Your Online Account

Note: These instructions are subject to change.

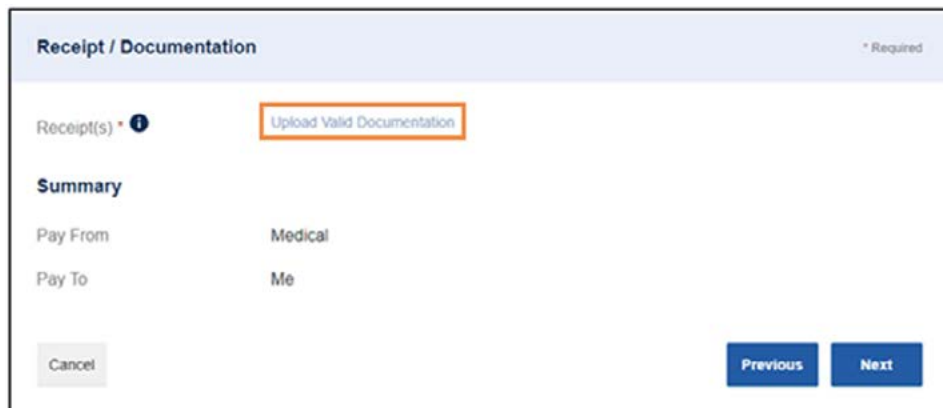
To file a claim in your online account, complete the following steps:

- 1** Log in to your online account.
- 2** Navigate to the Home tab and click the applicable option in the I Want To section.
- 3** Under Create Reimbursement, select the account to Pay from and the Payee. Then click “Next”.



The screenshot shows the 'Create Reimbursement' form. At the top right, it says '* Required'. Below the title, there is a note: 'Attachments must be in a .jpg, .jpeg, .png, .gif or .pdf format and cannot exceed 8MB. Password-protected attachments will not be processed.' There are two dropdown menus: 'Pay From *' with the text 'Select an account...' and 'Pay To *' with the text 'Select a Payee...'. At the bottom, there are two buttons: 'Cancel' on the left and 'Next' on the right.

- 4** Click “Upload Valid Documentation.”

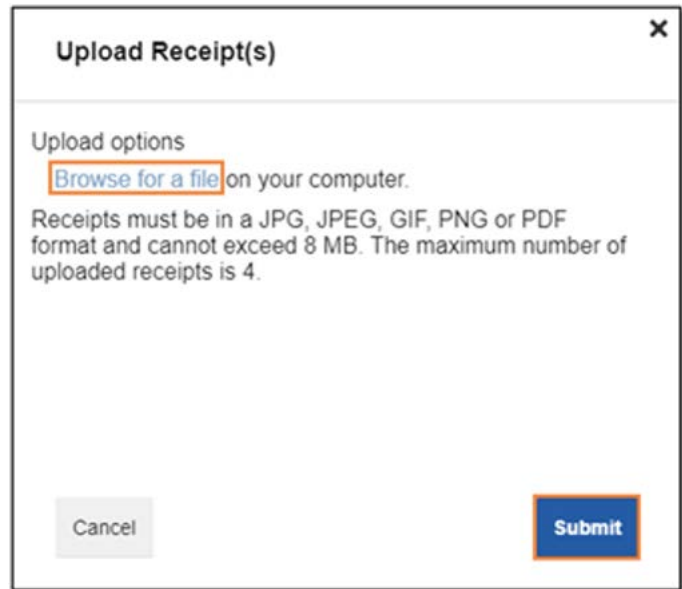


The screenshot shows the 'Receipt / Documentation' form. At the top right, it says '* Required'. Below the title, there is a field for 'Receipt(s) *' with an information icon and a button labeled 'Upload Valid Documentation' which is highlighted with an orange box. Below this is a 'Summary' section with two rows: 'Pay From' with the value 'Medical' and 'Pay To' with the value 'Me'. At the bottom, there are three buttons: 'Cancel' on the left, 'Previous' in the middle, and 'Next' on the right.

5

Click "Browse for a file," select the file containing your receipt, and click "Open" and then "Submit."

Note: Receipts must be in a JPG, JPEG, GIF, PNG, or PDF format and cannot exceed 8 MB.



6

Click "Next."

7

Complete the required fields and then click "Next."

8

Review your transaction summary. If changes are needed, click "Update." Then click "Submit."

Note:

You will receive a confirmation message that verifies the claim was successfully submitted.

