# How to Upload Documentation to an Existing Claim in Your Online Account

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

## To upload documentation to an existing claim in your online account, complete the following steps:

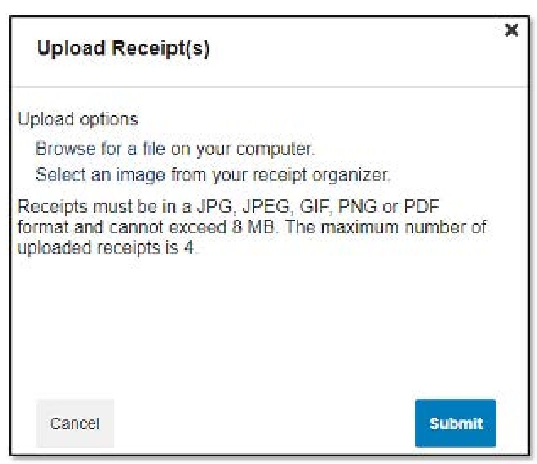
**1** Log in to your online account.

**2** In the Tasks section of the Home tab, click “receipt(s) needed.”


**3** Click “Upload.”


**4** Click “Browse for a file,” select the file containing your receipt, click “Open,” and then click “Submit.”

**Note:** If you have receipts saved in your receipt organizer in the Benefits Mobile App, you can access them by clicking “Browse for a file.” Receipts must be in a JPG, JPEG, GIF, PNG or PDF format and can’t exceed 8 MB.





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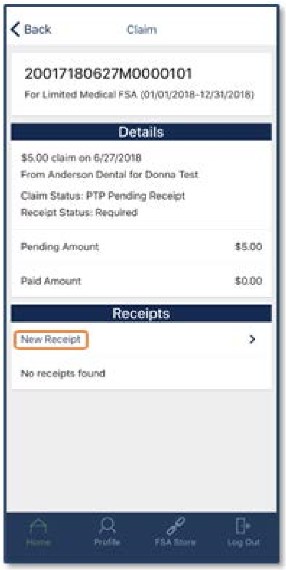
# How to Upload Documentation to an Existing Claim in the WEX Benefits Mobile App

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

## To upload documentation in the mobile app, follow these steps:

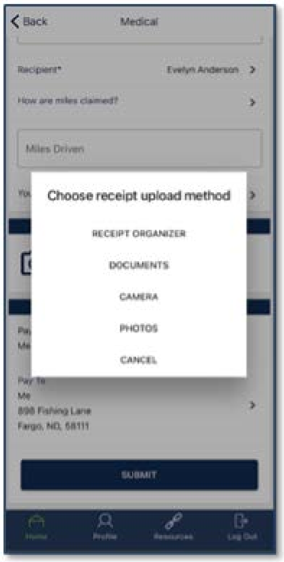
1. Navigate to the Tasks section on the home screen.

2. Tap the claim you want to upload a receipt to, and then tap "New Receipt."




3. Select an existing document or picture from your phone's library or use your camera to take a new picture.

   **Note:** Receipts can't exceed 8 MB.




4. Tap "Use Photo" to submit the receipt image for processing, or "Retake" to take a new picture.


WEXGM-849750 03/2023