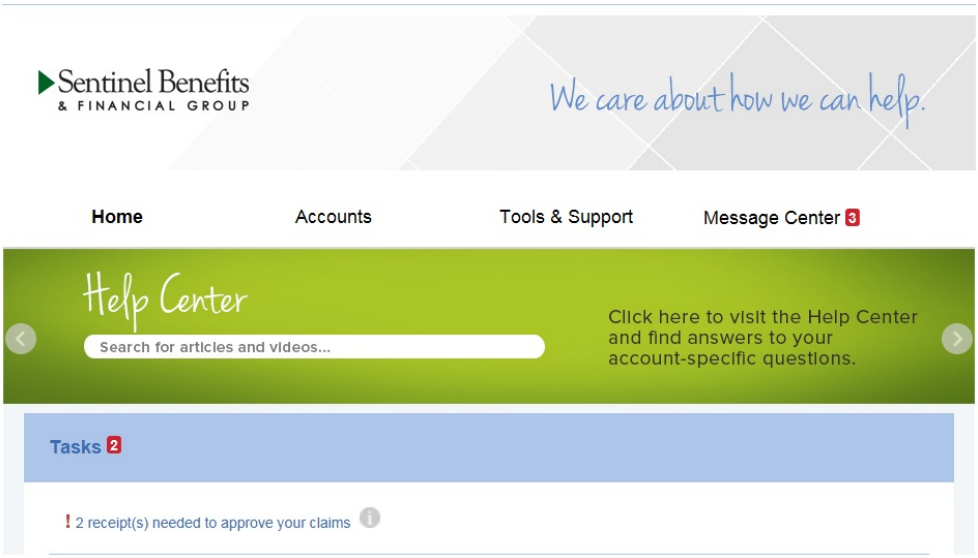
Uploading Claim Documentation

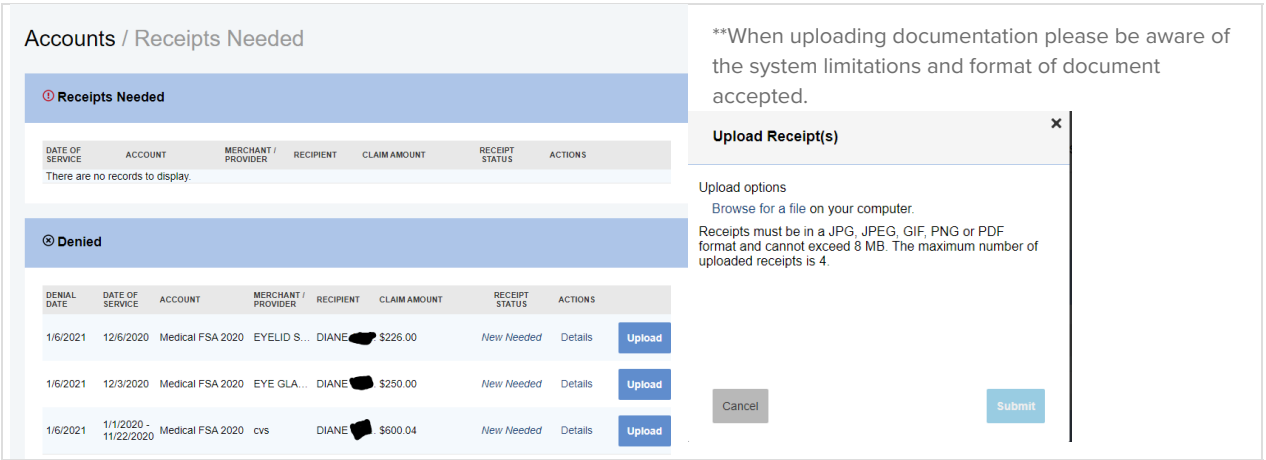
Uploading additional documentation through your online account is the quickest and easiest way to provide supporting documentation for your claim.

1. Once you are logged into your online account you will see that you have receipt(s) needed in the Tasks section on your home page. Click on the link to view all of the claims for which you need to submit a receipt.



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2. In the receipts page you will be able to view additional details about the claim by clicking the **Details** link then **View Denial** to see details. To upload requested documentation Click on the **Upload** button



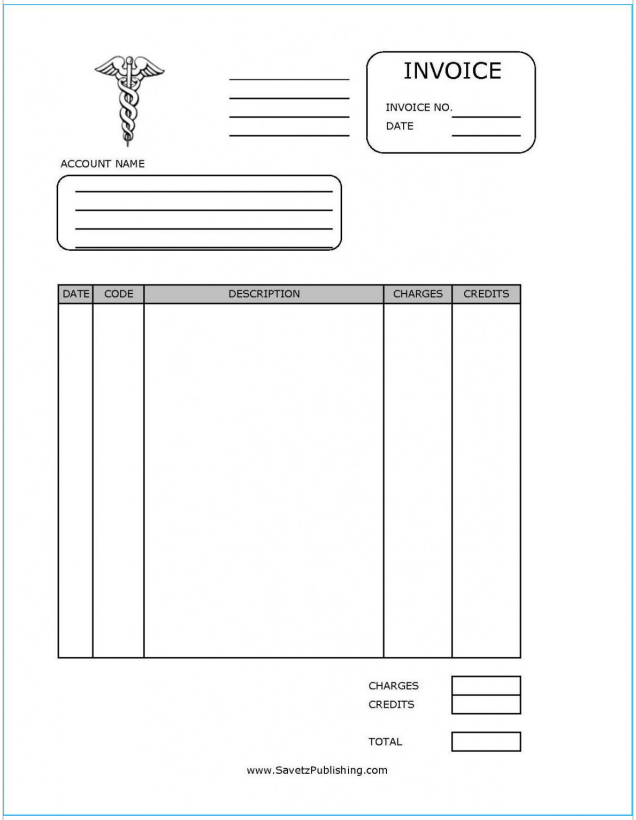
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3. Accepted Documentation:

For Medical FSA Claims:

The Explanation of Benefits (EOB) from insurance provider will have all of the needed information above. If you do not have your EOB you may also provide receipt directly from provider.

OK	Not OK

OK	Not OK
Be sure receipt contains: • Date service was rendered (Medical FSA claims are based on date of service, not date of payment, with the exception of orthodontia which is based on payment date) • Description of service or item • Name of provider of service • Name of person receiving the service • Total out-of-pocket cost 	Credit Card receipt does not contain sufficient detail to show services received. (**exception**: Pharmacy receipt is acceptable documentation for Rx purchases) 

For Dependent Care Claims:

Receipt Requirements

- Date services were rendered
- Name of service provider
- Amount charged
- Name of person receiving service (dependent)
- Tax ID# or SSN of the provider

You may also provide completed claim form with caregiver signature in lieu of an invoice. Claim forms can be accessed in the Tools & Support page of your online account.

Tuition Claims:

Most tuition plans require:

- Receipt of payment. (Invoice must show payments equal to the claim amount not including scholarships and grants)

- Course Grade to show course completion. (Plan may have minimum grade requirement - please review plan's requirements)
- Any other documentation required by Employer plan - Not common. (Each plan, if offered, is unique by employer. Please check your plan's requirements for additional documentation needs)