

## I Emailed My Claim Documents But I Am Still Being Asked For Claim Form?

If your plan requires the claim form/application in addition to your online submission in order to process your claim you will receive this request.

- **Fitness** - Claim can be submitted through online account. On the Home page, go to I Want To and click the Reimburse Myself link to enter claim details.
  - **Tuition** - Tuition application is found in the Tools & Support menu. In the Quick Links menu go to Tuition Reimbursement Application. This will launch an online form to provide all course details. Once you have completed the required form you may upload documents to the existing claim by choosing the associated Task listed on the Home Page of your online portal within the determined deadline for your company's plan.
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