

Guide to Filing Claims

Claims for out-of-pocket expenses can be filed online, via mail or fax.

Online

Step 1: Log In

- Log in at www.discoverybenefits.com
- Select Reimbursement Account (Employer Sponsored Plans)
- Enter your login information
(For assistance with your username and password, contact Participant Services at 866.451.3399)

Participant Login

- > Reimbursement Account (Employer Sponsored Plans)
 - > Flexible Spending Accounts (FSA)
 - > Health Savings Accounts (HSA)
 - > Health Reimbursement Arrangements (HRA)
 - > Transportation (for participants not on the WiredCommuter platform)

Step 2: Select **File Claims** in the **ACCOUNTS** tab

- Select the plan for which you would like to file a claim

Step 3: Enter your claim information but before you select **Add Claim**, click on **Upload Receipt**.

Step 4: You will be prompted to upload supporting documentation. Browse your documents and select the correct attachment. Once the documentation is attached, select **Upload**.

Step 5: Select **Add Claim**, agree to the **Terms and Conditions**, and select **Submit**.

Step 6: Once uploaded, you will receive a confirmation that your claim was submitted and you will see the receipt status of **Uploaded** for that claim.

Claim Successfully Submitted			
You may print your Claim Confirmation Form as a record of your submission.			
Account	Claim Amount and Date of Service	Approved Amount	Receipt Status
Medical FSA (01/01/2012-12/31/2012)	\$1.00 on 1/1/2012 From Medical for Emily Example	\$1.00	Uploaded(1) Upload another Receipt
		\$1.00	

Fax or Mail

In order to file a claim via mail or fax please submit a Reimbursement Request Form or online Confirmation Page with supporting documentation. The Reimbursement Request Form can be found on our website under Participant Forms.