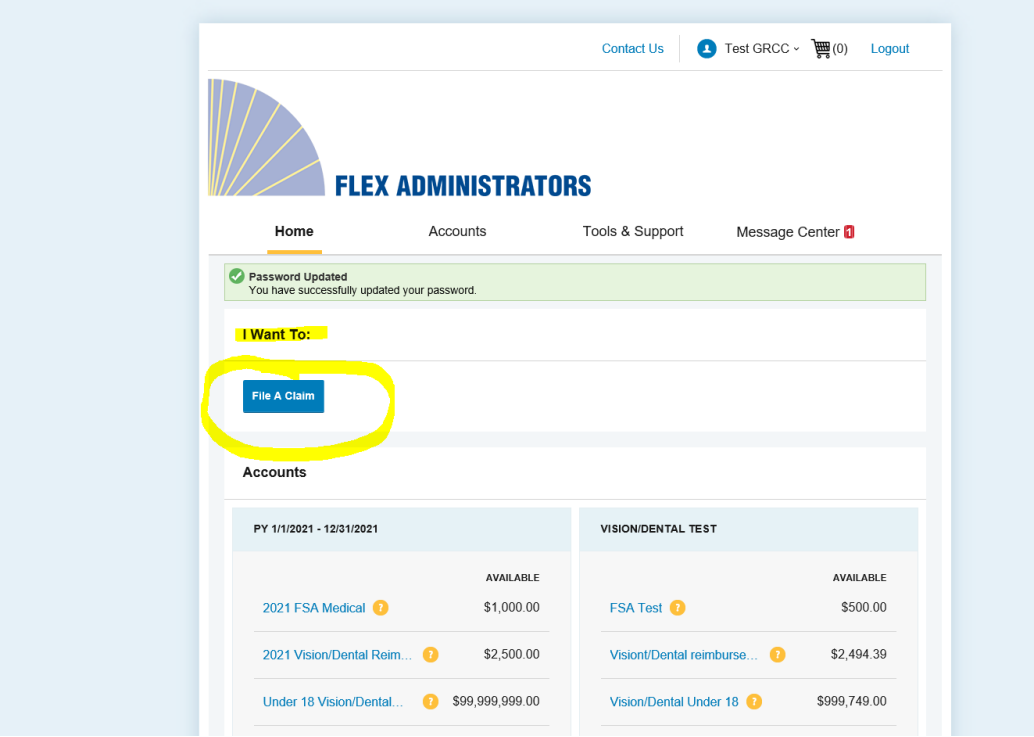
Dental/Vision Reimbursement Online Portal Claim Submission Steps

Top Tips to avoid delays:

- If filling your claim online/mobile app be sure to file each patient as a separate claim item – Do not lump dates of service and/or patients
- Ensure you're choosing the correct benefit type – I.E oral/flouride for children under the under 18 plan
- ASR is running out the 2020 Plan Year and all dates incurring in 2020 should be submitted through ASR.

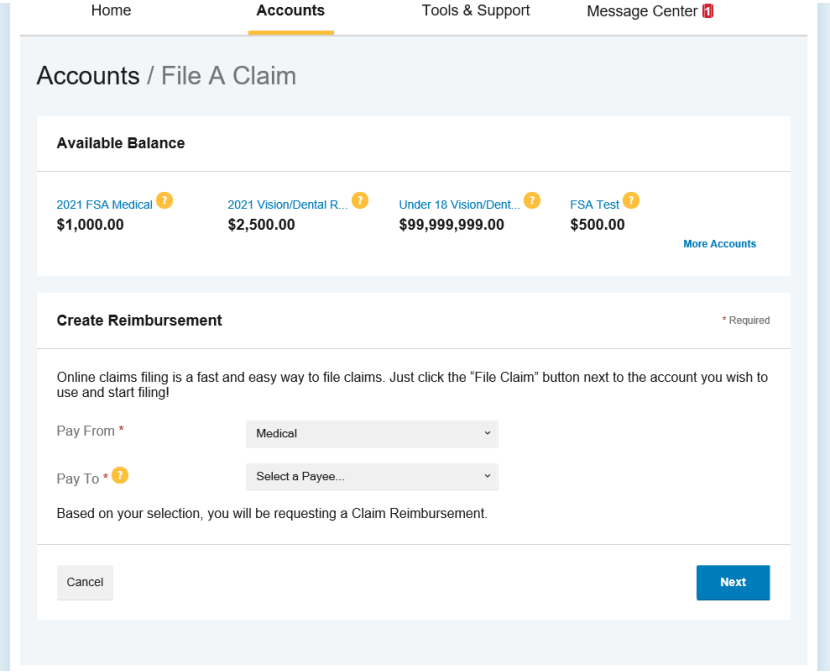
STEP 1: After logging into your Online portal. Click File a Claim under "I Want To" on the HOME tab



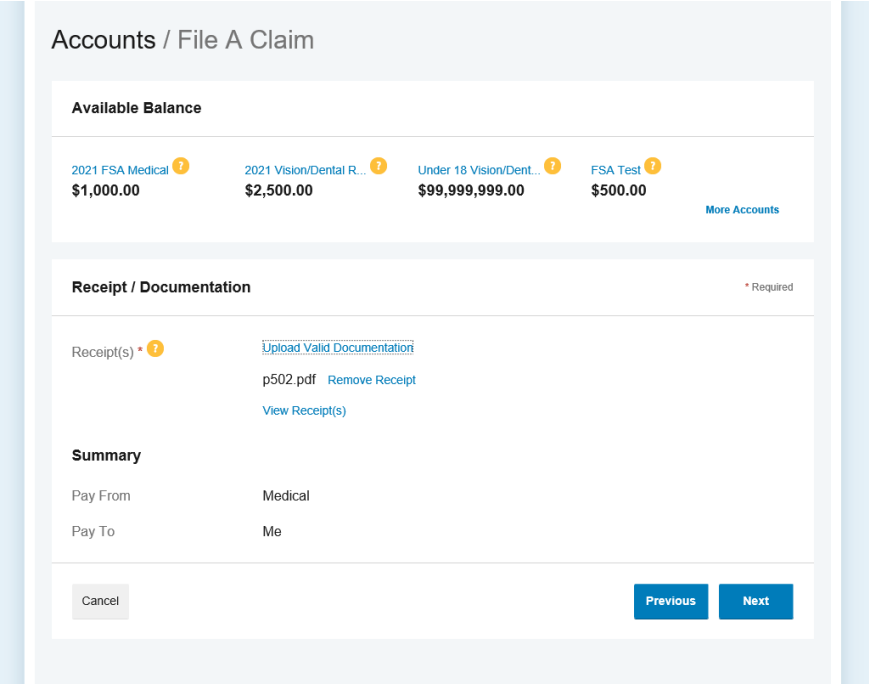
STEP 2: Enter in the default selections

Pay From "Medical"

Pay to: "ME". Click next.

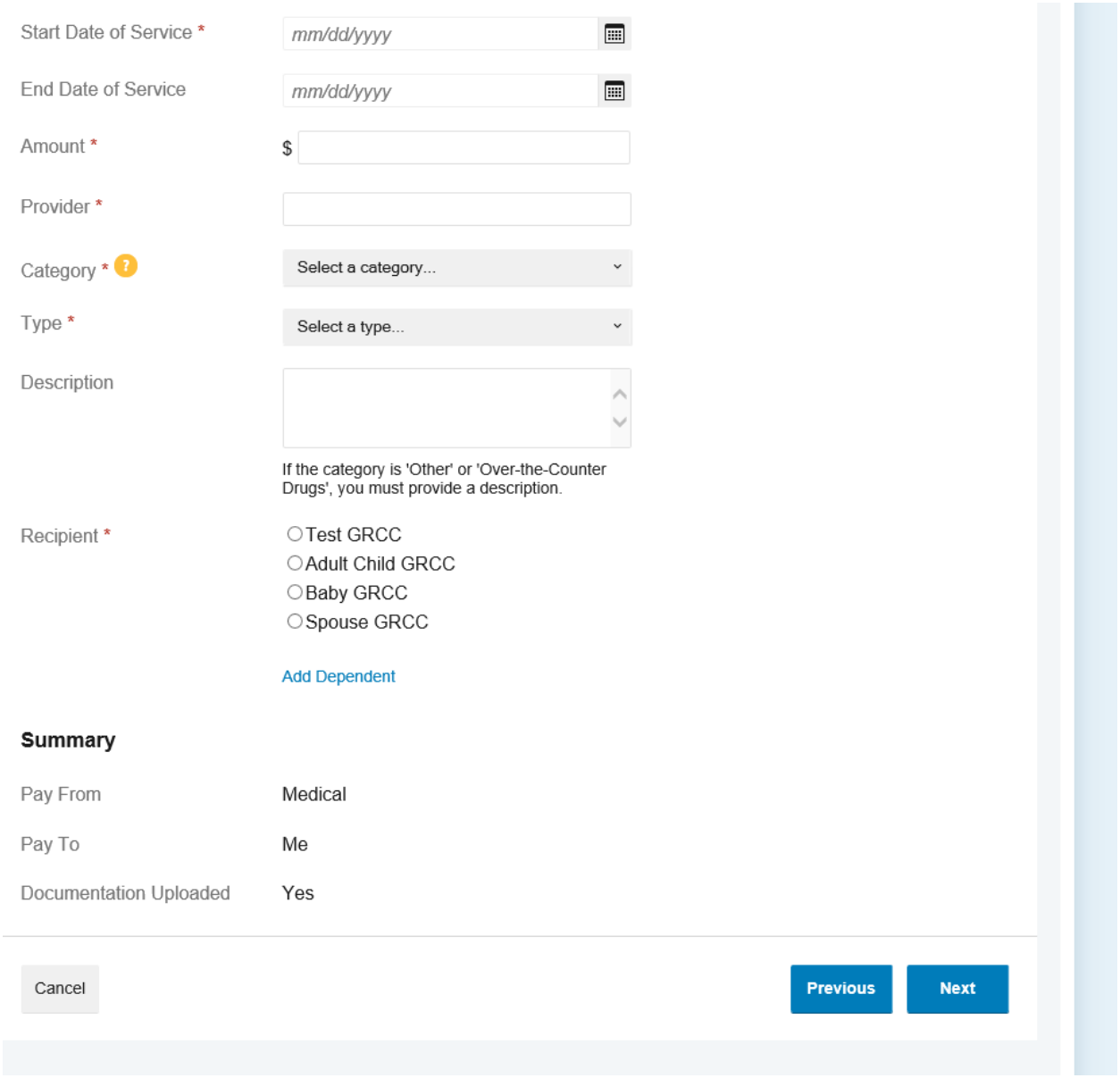


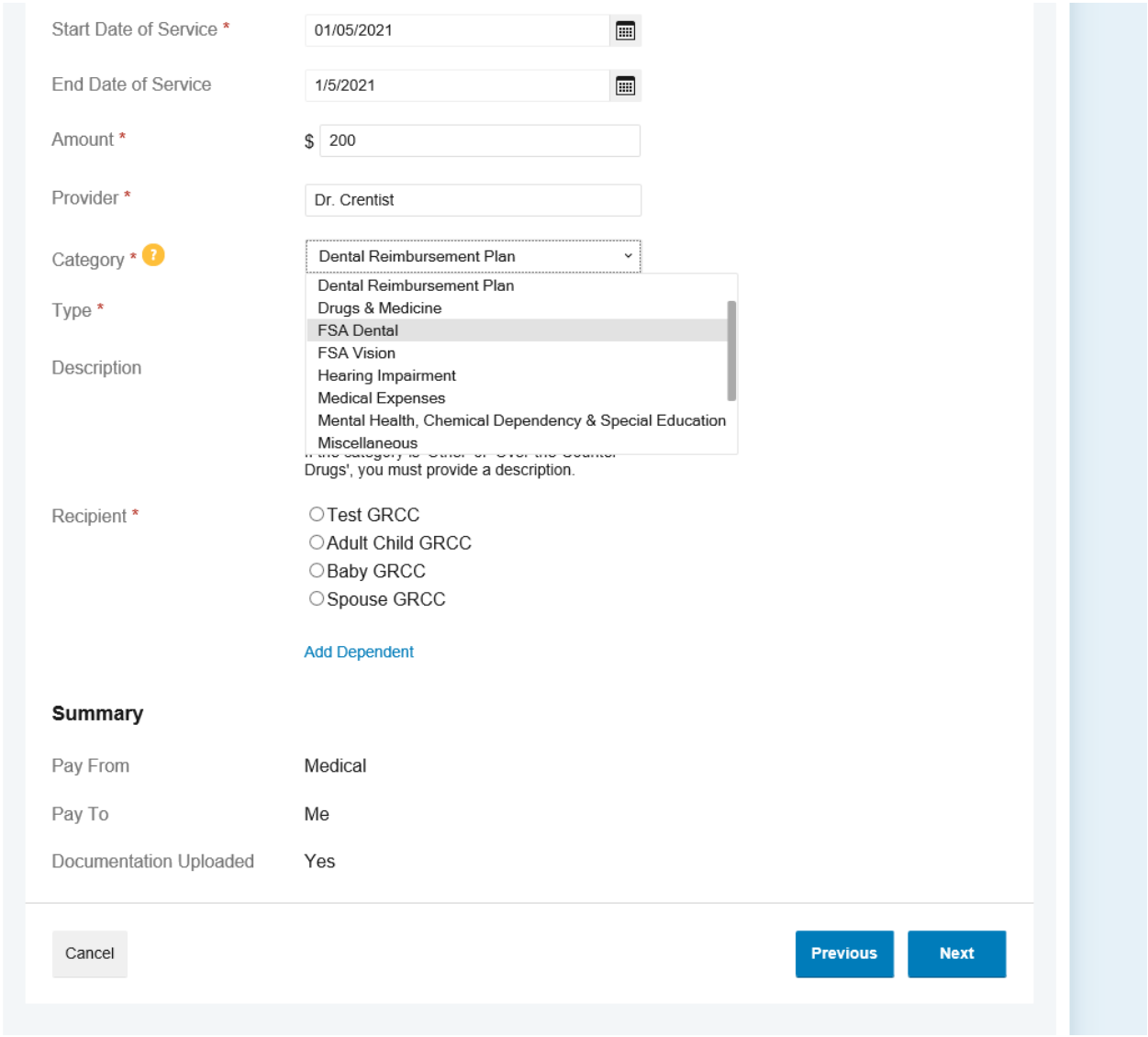
STEP 3: Upload your itemized statement with proof of payment included by clicking Upload Valid Documentation and browsing for your document. Click upload and then Next when you are ready to move on.



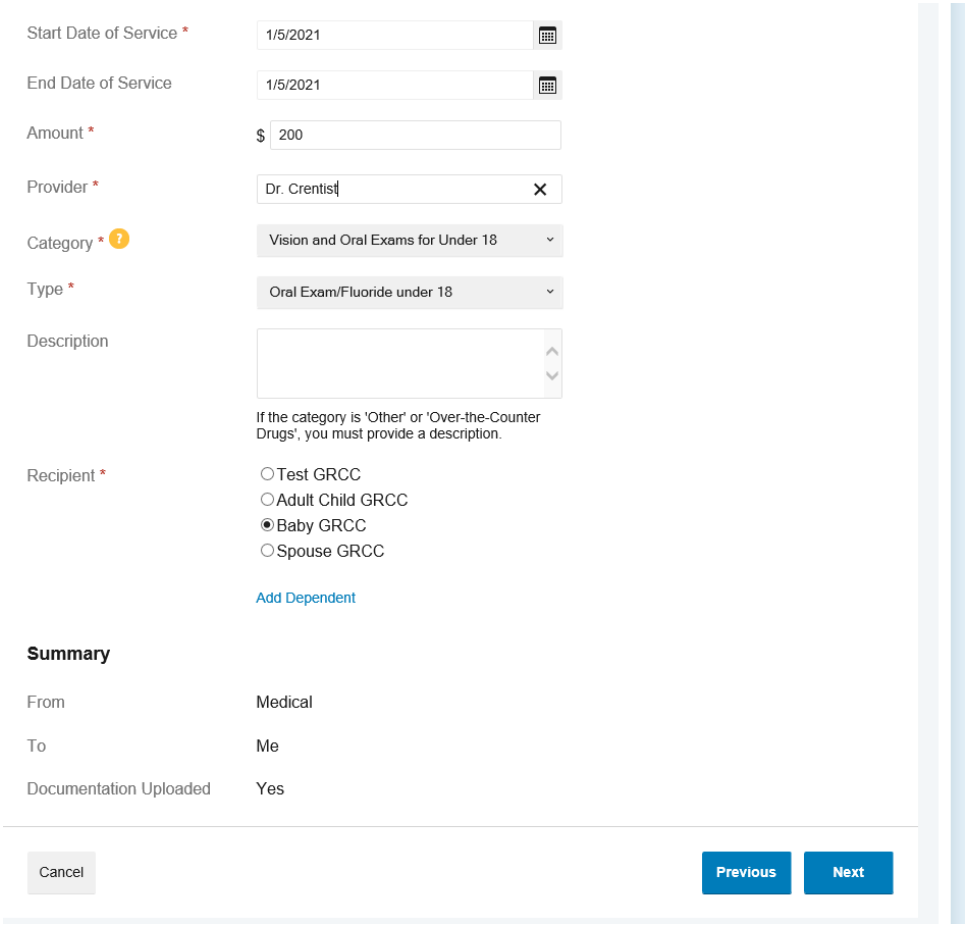
STEP 4: Enter in your date of service, amount, provider name. (screen shot provided below)

STEP 5: To enter the category, choose the correct corresponding category by dropping down the box. If you are enrolled in the FSA, you will see your Dental and Vision Reimbursement Accounts as well as FSA expenses. Ensure you are choosing the correct field that you are requesting reimbursement from.





STEP 6: After choosing your category/type, you list the patient name (shown here as recipient). NOTE: If requesting reimbursement for the Dental and/or Vision Reimbursement under the age of 18 benefit, you must choose that dependent's name to proceed.



STEP 7: Click "submit" to submit your claim. (you can also add other claims if needed).