HOW TO SUBMIT CLAIMS FOR PAYMENT - HSA

PAY CLAIMS QUICKLY ONLINE

To pay claims processed by your health plan, click CLAIMS & PAYMENTS. Check the boxes beside the services you want to pay. If you've already paid, or don't want your spending account to pay, you may choose Mark as Paid. This will help you track your expenses and avoid duplicate payments. You can always “uncheck” the Mark as Paid box and select Pay Claims later if your situation changes. After you've selected the services you want to pay, click Next.

If you didn't use your debit card you can pay claims right from your HSA on your member website. Log in to your account, and then click the Claims tab on your personal “Welcome” page.

Find the claim you want to pay and click Pay Claim.

Select your Pay To preference. You may have the option to pay a Provider, or pay yourself. Choose Myself if you already paid the claim and want to be reimbursed.

Check the boxes beside the services you want to pay. If you've already paid, or don't want your spending account to pay, you may choose Mark as Paid. This will help you track your expenses and avoid duplicate payments. You can always “uncheck” the Mark as Paid box and select Pay Claims later if your situation changes. After you've selected the services you want to pay, click Next.

When you click SUBMIT on the next page, your claim has been submitted successfully.
You can also submit other eligible health care expenses not covered by your health plan by entering them on the Spending tab. Simply click on **SUBMIT NEW CLAIM**.

Confirm your health plan information and then click **GO**.

Enter your claim information in the required fields and click **SAVE**.

Scroll down and review your details. If they are correct, click **Review**. If not, the **DELETE** button allows you to go back and make changes.

Now that you’ve reviewed your claim information, click **Submit All**. You’ll get a Success! message letting you know your claim was submitted.

**USE YOUR HSA DEBIT CARD!**

It’s easy to pay at health care providers – plus pay online or over the phone!

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