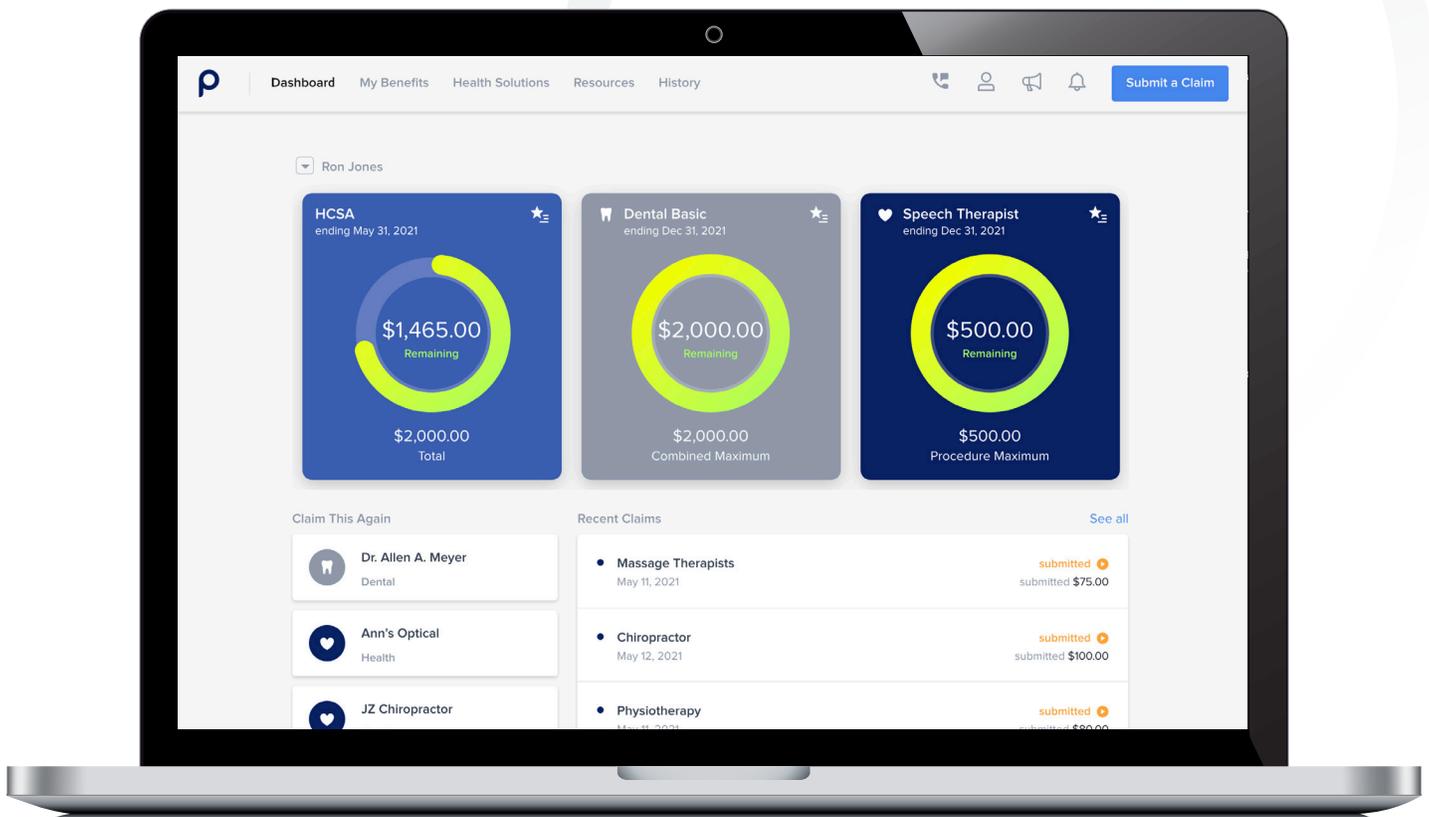


# How to submit a claim

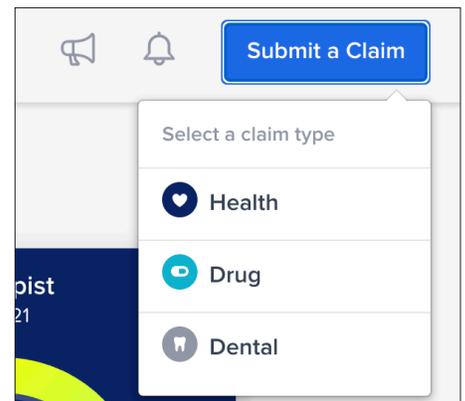
Submitting a claim online takes just a few minutes.



1. Click **Submit a Claim** at the top right corner of the screen.



2. Select the claim type and the name of the patient.



3. To expedite the processing of your claim, search for your provider by entering their name, address, phone number, or licence in the search field. The list will auto populate as you type. You can skip this step if you'd rather enter the information manually or if your provider isn't listed by clicking the **Skip** button.

4. In the **Service** field, enter the type of service provider. As you start typing, the field will auto populate with options. The remaining coverage balance for the service type will display.

5. Enter the service date and amount and click **Next**.

6. To add the image of the service receipt, select the receipt image, click **Next** and then **Submit**. If you uploaded the wrong image, or you want to delete it, click **Edit** on the bottom left of the screen.

The screenshot shows a dark blue header with the word "Health" on the left and a "Cancel" button on the right. Below the header is a horizontal menu with four items: "Provider" (selected with a white dot), "Details", "Documents", and "Review". The main content area is white and contains the text: "To expedite the processing of your claim, select or search for your provider". Below this is a search bar with a magnifying glass icon and the placeholder text "Search by name, address, phone or licence".

The screenshot shows a white form titled "Add Claim Details" with the instruction "Please enter the following details from your receipt." Below the instruction are three input fields: "Service", "Service Date", and "Service Amount". At the bottom of the form is a checkbox labeled "This is an initial visit".

The screenshot shows a light gray section titled "Add receipts" with the instruction "Take a photo of your receipt in a well-lit room. Be sure to focus the image so that it's legible." Below the instruction is a button labeled "+ Add Receipt".

## Questions?

Contact us at 1-800-875-7982