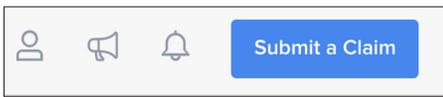


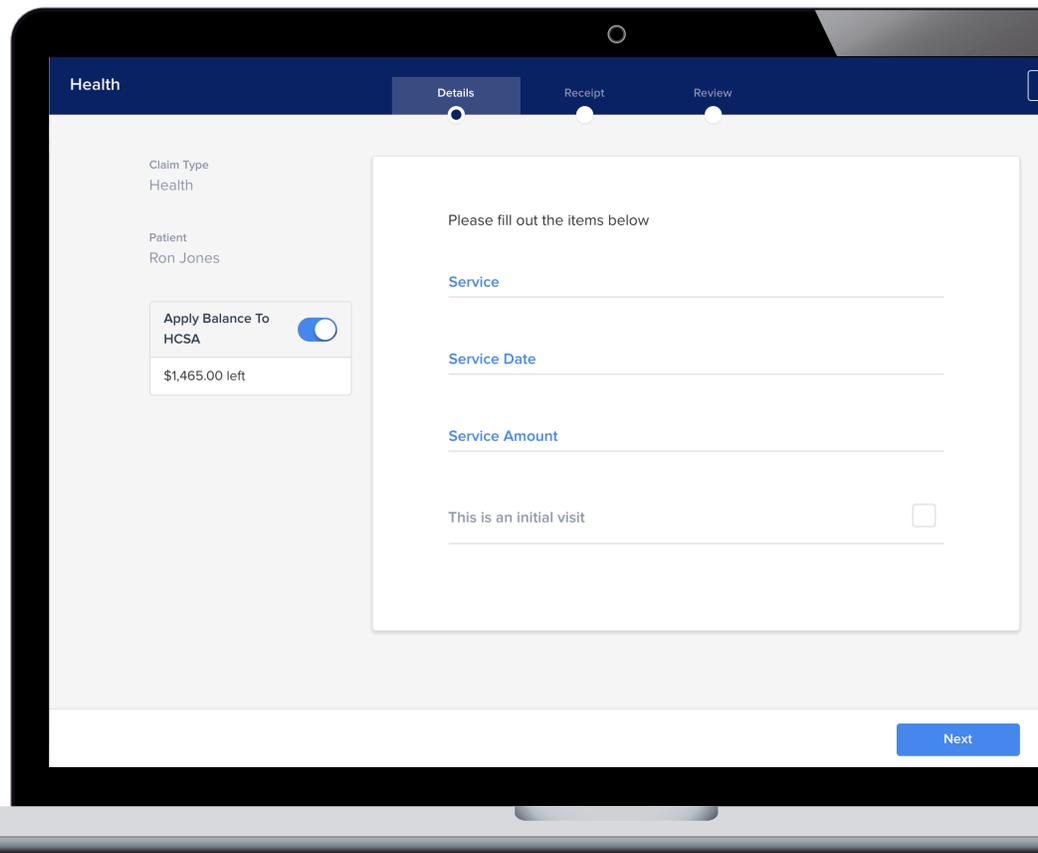
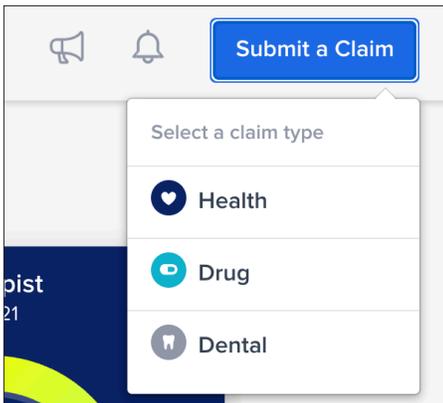
How to submit a claim using your health care spending account

Submitting a claim online using your health care spending account (HCSA) takes just a few minutes.

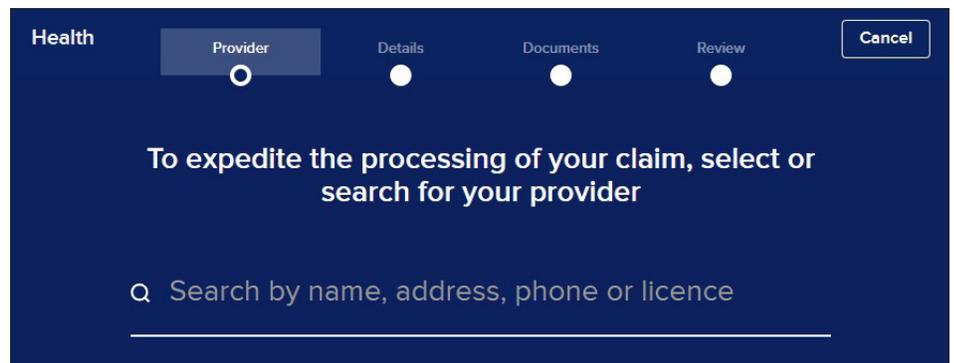
1. Click **Submit a Claim** at the top right corner of the screen.



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. You can use your HCSA to pay for health, vision, or dental claims not covered by your group benefits plan or to cover the unpaid portion of a claim by clicking on the **Apply Balance to HCSA** toggle.

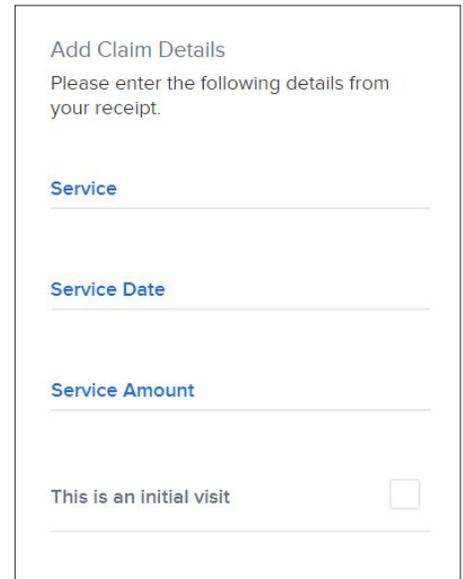


Apply Balance To HCSA

\$1,750.00 left

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

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



Add Claim Details
Please enter the following details from your receipt.

Service

Service Date

Service Amount

This is an initial visit

7. 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.



Add receipts
Take a photo of your receipt in a well-lit room. Be sure to focus the image so that it's legible.

+ Add Receipt

Questions?

Contact us at 1-800-875-7982 or by email at claims.inquiries@peoplecorporation.com