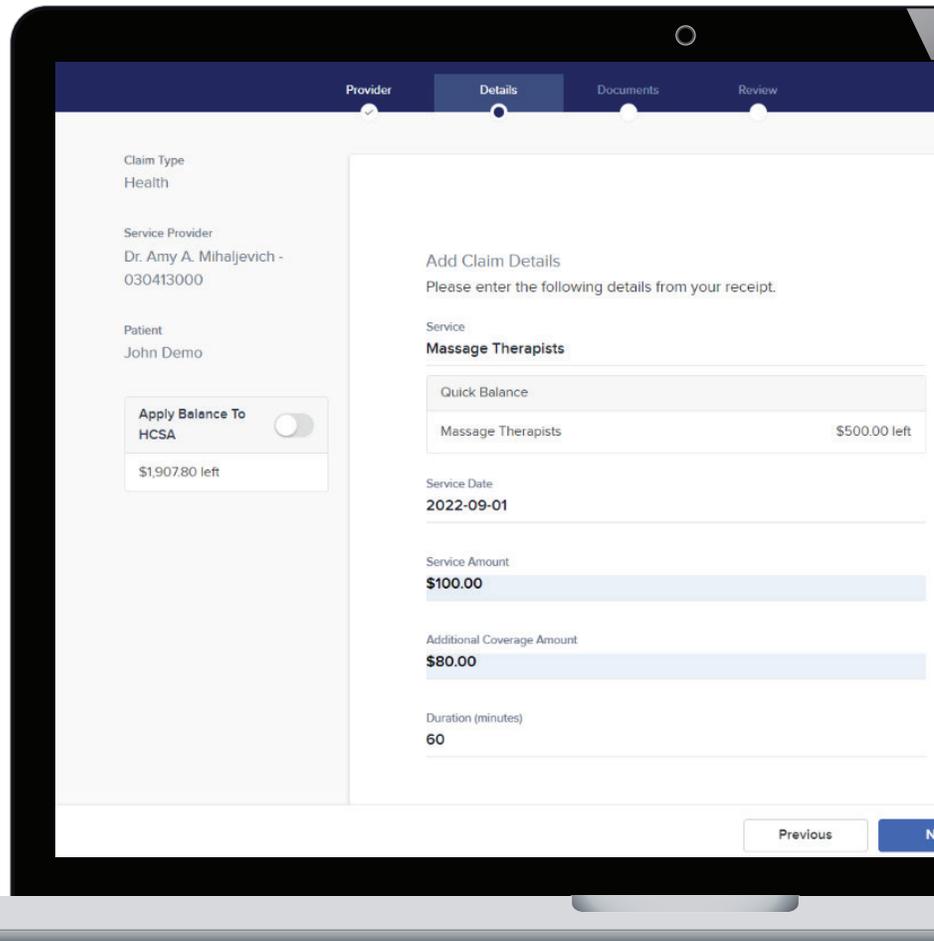
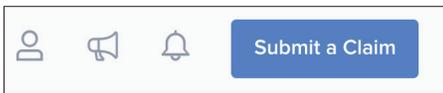


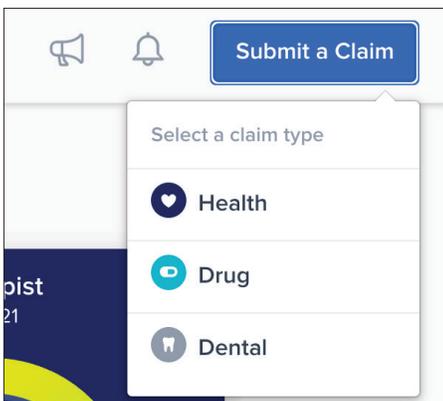
How to submit a claim using People Corporation as the second payor

Submitting a claim online using People Corporation as supplementary coverage takes just a few minutes. Remember: the claim must be processed and approved through the first payor's plan before submitting a claim for supplementary coverage.

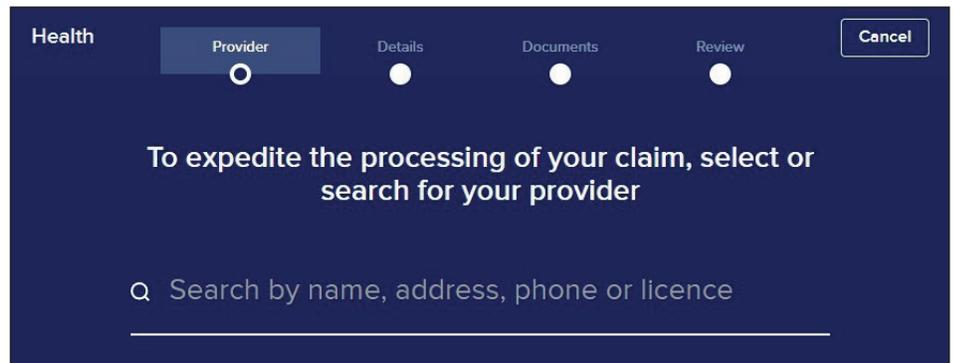
1. Click **Submit a Claim** at the top right corner of the screen.



2. Select the claim type and the name of the person the claim is for.



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. Enter the **Service Date** and the total **Service Amount**. In the **Additional Coverage Amount** section, enter the amount of the service that was covered by the first payor. (i.e., The total service amount was \$100. You submitted the claim under a different plan as first payor and it covered 80%, leaving the remaining 20% to be covered by the second payor, People Corporation). Enter the **Duration** of the service and click **Next**.

Note: The **Additional Coverage Amount** section will only appear when all primary plan information has been submitted to People Corporation. If your dependant(s) have coverage under a separate plan and the **Additional Coverage Amount** section is missing from this page, contact your plan administrator to have your file adjusted to submit a claim using People Corporation as second payer through the plan member site.

5. On the next page, click **Add Receipt** to upload an image of the service receipt. Then click on **First Payor's EOB** to upload the **Explanation of Benefits** from the first payor. You would've received this from the first payor once the original claim been processed and approved under the first plan. Click **Next** once both images are uploaded.

Questions?

Contact us at 1-800-875-7982