

# Guide to Filing Claims

## THE KEY TO REIMBURSEMENT.

Filing claims made easy.

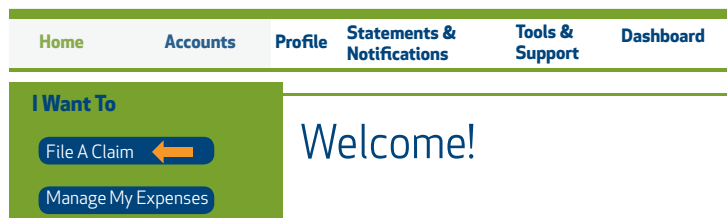
**Claims for out-of-pocket expenses can be filed online, via mail or fax.**

**Note:** Don't file a claim if you have already used your Flexible Spending Account debit card. This could result in duplicate claims.

### Online

**Step 1:** Log in.

**Step 2:** Select [File A Claim](#) in the "I Want To" section.



**Step 3:** Enter your claim information by selecting the appropriate options from the drop-down menus. (**Note:** A receipt must be uploaded to file a claim. Also, when submitting a claim, you have the option to send payment to yourself or someone else. If you choose "Someone Else," a paper check will be mailed to the designated payee. Please allow 10-14 business days for mailing time in addition to the two business days of claim processing time.)

**Step 4:** Select [Add Claim](#), agree to the Terms and Conditions and select [Submit](#).

**Step 5:** You will receive a confirmation that your claim was submitted. It will be processed within two business days. If further documentation is needed, you will be notified via email if you have an email address on file or via mail if you do not.

### Fax or Mail

Submit the Out-of-Pocket Reimbursement Request Form with documentation via fax or mail.

**Fax:** 1-866-451-3245

**Mail:** Discovery Benefits, PO Box 2926, Fargo ND 58108-2926

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Revised 3/06/15