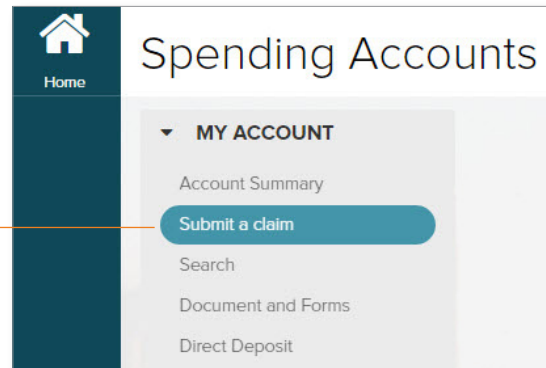


Flexible Spending Account Online Claims Submission User Guide

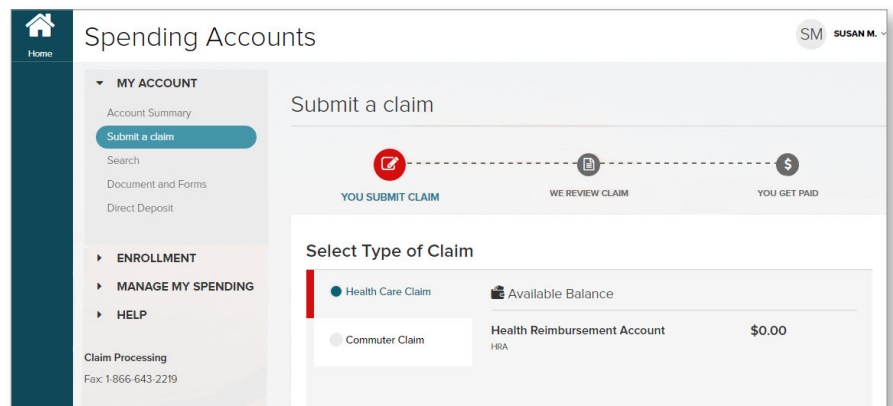
A FASTER, EASIER WAY TO SUBMIT CLAIMS

FSA participants can enter claim data online and upload images of scanned documentation.

Once you log in to the spending account web site, you will have the option to enter claim data online. Click Submit a Claim from the main menu to begin.



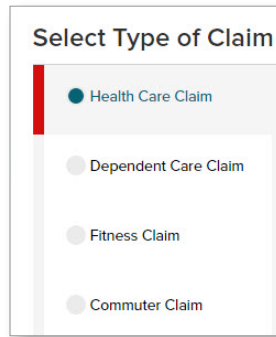
After clicking Submit a Claim, you will see this screen.



CLAIM TYPE

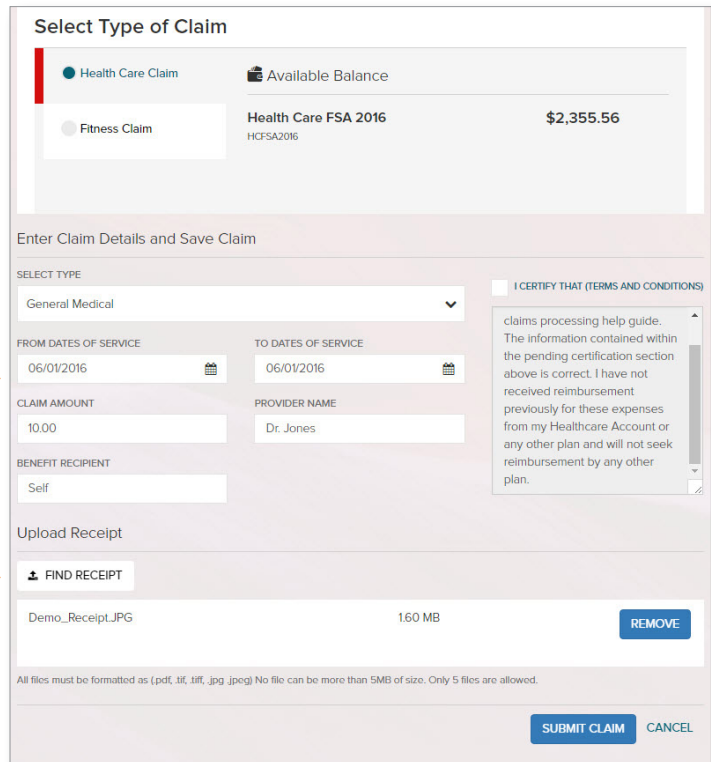
Based on the accounts you are enrolled in, you may see the following options:

- Health Care FSA
- Dependent Care FSA
- Commuter, or
- Fitness



Select the claim type and complete all Claim Detail fields.

Note: The Claim Detail fields change depending on the claim type you select. Make sure all fields are complete before continuing, including the Certification check box.



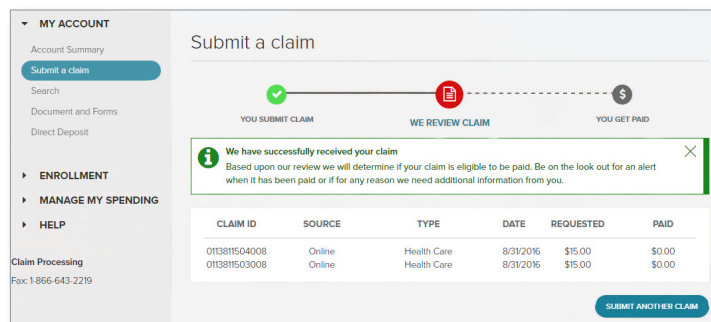
UPLOADING RECEIPTS

Click Find Receipt to begin the uploading process. All files must be formatted as .pdf, .tif, .tiff, .jpg, .jpeg. File size cannot exceed 5MB and only five receipt files are allowed.

Once the file appears in the window, click Submit Claim. After the claim is submitted, you will receive a message that WageWorks® has successfully received the claim.

ATTENTION MAC USERS! If you are using Google Chrome on a Macintosh, you must drag and drop the receipt file directly onto the Upload button to successfully upload the receipt.

After the claim has been submitted, you will then see a submission timeline and a summary of claim expenses. You also have the option of submitting another claim.



CLAIM ID	SOURCE	TYPE	DATE	REQUESTED	PAID
01381504008	Online	Health Care	8/31/2016	\$15.00	\$0.00
01381503008	Online	Health Care	8/31/2016	\$15.00	\$0.00

ADVANCED SEARCH

Unable to find your claim? Select Search from the main menu then the Advanced Search drop down. You can apply several search filters such as card transactions or claims needing attention.

The screenshot shows the 'MY ACCOUNT' section of a web application. On the left is a navigation menu with options: Account Summary, Submit a claim, Search (highlighted), Document and Forms, Direct Deposit, ENROLLMENT, MANAGE MY SPENDING, and HELP. The main content area is titled 'Search' and has tabs for CLAIMS, PAYMENTS, and CONTRIBUTIONS. Below the tabs is a 'Show Me' button. A dropdown menu is open, showing 'Advanced Search'. The search interface includes an 'ACCOUNT' dropdown set to 'All Accounts', and input fields for 'RECEIPT NUMBER' and 'CLAIM ID', both marked as optional. On the right, there are 'Filters' with a 'CLEAR ALL' button and a 'SEARCH' button. The filters are categorized into 'Claim Type' (with 'Mailed/Failed Claims' selected), 'Claim Status' (with 'Claims Needing Attention' selected), and 'Claim Date' (with 'FROM' and 'TO' date pickers).

