

Online Claim Entry With Receipt Upload

- 1. Log in to your benefits web portal.
- 2. Click the Online Claim Entry link or icon. (fig. 1)

Benefits Contacts	Daisy Jane's Weeding an	d Tilling Service
	Change Personal Information Change Role Ch	ange Password Logout
Home Reimbursement Accounts	You are logge Employee for Daisy Jane's Weeding and	d in as Daisy Jane Howard, Tilling Service (16951789)
Calculators		
Enrollment	Helle Daiey Jane	Renefit Services
Fulfillment	Hello Dalsy Jalle	Benefit Berneco
Life Events		
Q & A	Click here to read your notes	
Personal Information		
nanges	Welcome to your private website,	EAOo
Manage Subscriptions	YOUR Online Resource Service Center!	FAus
Unline Claims Entry		
	Here you can	
Back to TPA site		
	Learn how your Benefit Plans work!	Online Olaima Entry
	See your Account History and Current Balances.	Unline Claims Entry
	Download any forms you need. Find a dubba ways of a set of the set o	
	 Find out when you can change your elections in mid-year. Much more as you experience your offer 	1 1 1
	 Much more as you experience your site. 	
	lust slide as the earliest as your laß, and we will take you there!	Onlautation
	Just click on the section on your left, and we will take you there!	Calculators
	To find out Who to contact for your benefit plane?	
	Click on the Contact of your benefic plans?	2MC
	Here you can find out	
	Name	View Your New
	- Herry	Documents
		fig.1

- Click Start New Claim Form. (fig. 2)
- 4. Select the type of claim you wish to enter.



5. You may choose to Submit Online or Fax. (fig. 3)

Home Change Role Change Role Change Role Logout Weinbursement Accounts Counts Dogged in as Datry Jace Howard - Employee for Datry Jace's Weeding and Tilling Service (1693) 2001 Fundiment Fundiment Claim Form ID Udie Events OA A Personal Information Personal Information Change Role Claim Form ID Manage Subscriptions Online Claims Entry Date Created: Manage Subscriptions Change Role Date Created: Manage Subscriptions Date Created: Date Printed: Date Rock R 72204 Date Printed: Date Rock Claim Enter an FSA or IFRA deconder Claim Enter a Transit Claim Enter a Transit Claim Enter an FSA or IFRA deconder Claim Enter a Transit Claim Enter a Transit Claim Date Form Lis Participaer: Date Succe Provider Claims: 0 Total: \$0.00 Ater entering all your claims you must print the receipt cover sheet and fax it with your receipts to receive reimbursement. Mone Claim Form Lis You do not seem to have the Acrobat Reader@ Installed. Adobe@ Acrobat Reader@ Installed. Adobe@ Acrobat Reader@ Is required to print the receipt cover sheet. You can download the latest version of Acrobat Reader@ Installed. Adobe@			buildy surice s weeking and mining bervice
• Home You are logged in as Daisy Jane Howard: Employee for Daisy Jane's Weeding and Tilling Service (1993)789 • Calculators • Continent • Lutte Events • Daisy Jane Howard: Employee for Daisy Jane's Weeding and Tilling Service (1993)789 • Daise Subscriptions • Oalan Calimis Entry • Daine Claims Entry • Daisy Jane Howard: Entry • Back to TPA see • Daisy Jane Howard: Entry • Daise Claims Entry • Daisy Jane Howard: Entry • Back to TPA see • Daisy Jane Howard: Entry • Back to TPA see • Daisy Jane Howard: Entry • Daise Claims Entry • Daisy Jane Howard: Entry • Daise Claims Entry • Daise Paneloc • Daise Paneloc • Daise Paneloc • Daise Claims Entry • Daise Paneloc • Daise Paneloc • Daise Paneloc • Daise Claims • Daise Paneloc			Change Role Change Password Logout
	Home Reimbursement Accounts		You are logged in as Daisy Jane Howard , Employee for Daisy Jane's Weeding and Tilling Service (16951289)
Enter a Dependent Care Claim Enter a Dependent Care Claim Enter a Transit Claim Enter a Transit Claim Claim Expenses: Date Entered Type Receipt/EOB Number Claimant Relationship Begin Service Date End Service Date Amount Service Provider Claims: 0 Tota: \$0.00 After entering all your claims you must print the receipt cover sheet and fax it with your receipts to receive reimbursement. Return to Claim Form List Print the Receipt Cover Sheet You do not seem to have the Acrobiat Reader® Installed. Adobe@Acrobiat Reader® Installed. Adobe@Acrobiat Reader® Installed. Adobe@Acrobiat Reader@ Installed.	Reimbursement Accounts Calculators Enrollment Fundliment Life Events 0 & A Personal Information hanges Manage Subscriptions Online Claims Entry Back to TPA site	Claim Form ID 2 Select Your Benefits Resc Add an expense by selecting which resource will fund the expens Participant: Daisy Jane Howard 118 Breckenridge Lane Little Rock AR 72204	Employee for Daisy Jane's Weeding and Tilling Service (16931789)
Claims: 0 Tota: 90.00 After entering all your claims you must print the receipt cover sheet and fax it with your receipts to receive reimbursement. Return to Claim Form Lat Print the Receipt Cover Sheet You do not seem to have the Acrobat Reader® installed. Adobe@Acrobat Reader® is required to print the receipt cover sheet. You can download the latest version of Acrobat Reader® here: http://www.adobe.com Print the Receipt Cover Sheet You can download the latest version of Acrobat Reader® here: http://www.adobe.com Print the receipt cover sheet. You can download the latest version of Acrobat Reader® here: http://www.adobe.com Print the Receipt Cover Sheet		Claim Expenses: Date Entered Type Receipt/EOB Numb	Enter a Dependent Catre Claim Enter a Parking Claim Enter a Transit Claim er Claimant, Relationship Begin Service Date End Service Date Amount, Service Provider
After entering all your claims you must print the receipt cover sheet and fax it with your receipts to receive reimbursement. Return to Claim Form Lat Print the Recept Cover Sheet You do not seem to have the Acrobat Reader® Installed. Adobe@ Acrobat Reader® In sequired to print the receipt cover sheet. You can download the latest version of Acrobat Reader® here: http://www.adobe.com Privacy Statement. I. Terms of Service		Claims: 0 Total: \$0.00	
Privacy Statement 1 Terms of Service		After entering all your claims you must private the second	It the receipt cover sheet and fax it with your receipts to receive reimbursement. Return to Claim Form List Print the Receipt Cover Sheet der® Installed installed init the receipt cover sheet. You can download the latest version of Acrobat Reader® here.
		Priva	cy Statement Terms of Service

- Choosing to Submit Online allows you to upload the receipt in the form of a .pdf, .bmp, .gif, .png, or .jpg file. (fig. 4)
 - If you choose to Submit Online you will not have to print and fax.

- You can still choose to print and fax the forms by selecting the Fax option.
- To upload the receipt click Browse, locate the .pdf, .bmp, .gif, .png, or .jpg file.
- 8. Click OK. (fig. 5)

Enclaiment Life Events 0 6 A Personal Information anges Define Claims Entry Back to TPA size Uploaded Receipts Upload Receipt* Bowse	
Fullment Enter a Claim Q & A G & A Q & A Sector TAIN Anage Suscriptions Enter all required Fields which are indicated in red with an * Back to TPA site How do you want to submit this claim? ° Submit Online ° Submit Online ° Fax Uploaded Receipts Upload Receipt* Boxee*	
0 & A. A. 0 & A. Personal information anges anges Subscriptions Online Claims Entry Enter all required fields. which are indicated in red with an * Back to TPA ste How do you want to submit this claim?	
Personal Information anges Manage Subscriptions Online Claims Entry Back to TPA ste C Submit Online C Fax Uploaded Receipts Upload Receipt* Bowse	
anges Back to TPA ste How do you want to submit this claim? C Submit Online C Fax Uploaded Receipts Upload Receipt* Bowse	
Online Claims Entry Back to TPA ste How do you want to submit this claim? G Submit Online C Fax Uploaded Receipts Upload Receipt* Browse Browse	
Back to TPA site How do you want to submit this claim? G Submit Online Fax Uploaded Receipts Upload Receipt.* Bowse	
Back to TPA site How do you want to submit this claim? C Submit Online C Fax Uploaded Receipts Upload Receipt* Bowse	
G Submit Online G Fax Uploaded Receipts Upload Receipt* Browse	
C Fax Uploaded Receipts Upload Receipt* Browse	
Uploaded Receipts Upload Receipt* Browse	
Upload Receipt.* Browse	
Upload Receipt.* Browse	
Claim	
• Payme C Paythe Provider	
Receipt/EOB Number: Have Questions?	
Claimant: Daisy Jane Howard Have Questions?	
Date of Birth:	
Relationship: Self Have Questions?	
Service Dates.* V - Have Questions?	
Amount* Have Questions?	
Service/Exnense* Please Select: Vitage Questions?	
Provider Name: Have Questions?	
Provider Tay ID: Hurst substitution	
Note: Have Questions?	
*Required	
Cancel Save this Claim	

fig.4



 Click the View link to view the uploaded file and make sure it is readable. (*fig. 6*)



JIY.0

- 10. Complete the claim fields and click Save The Claim Form. If you have selected Submit Online, you cannot Save unless you have attached a receipt.(*fig. 7*)
- 11. You can continue to enter claims and upload/attach receipts until you click Submit The Claim Form Online.
- 12. If you have elected to receive emails, you will receive an email notifying you the claim has been received by your benefits administrator.





Assured Benefits Administrators 3817 Northwest Expressway, Suite 810, Oklahoma City, OK 73112 (800) 850-7166 Fax: (405) 775-5992 Email: claims@abadmin.com