



# 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 and Tilling Service**  
Change Personal Information | Change Role | Change Password | Logout  
You are logged in as Daisy Jane Howard, Employee for Daisy Jane's Weeding and Tilling Service (16951789)

**Home**  
Reimbursement Accounts  
Calculators  
Enrollment  
Fulfillment  
Life Events  
Q & A  
Personal Information Changes  
Manage Subscriptions  
**Online Claims Entry**

Back to TPA site

**Hello Daisy Jane**  
Click here to read your notes  
Welcome to your private website, **YOUR Online Resource Service Center!**

Here you can ...

- Learn how your Benefit Plans work
- See your Account History and Current Balances.
- Download any forms you need.
- Find out when you can change your elections in mid-year.
- Much more as you experience your site.

Just click on the section on your left, and we will take you there!

To find out: Who to contact for your benefit plans?  
Click on the Contacts Tab above.  
Here you can find out ...

- Name

**Benefit Services**  
FAQs  
**Online Claims Entry**  
Calculators  
View Your New Documents

fig.1

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

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**Online Claims Entry**

**1 Start Your Claims Form**  
Click on the "Start New Claim Form" button to begin. You can also select previously created claims, if you have any, from the list below.

Start New Claim Form

**Previous Claims Entered:**  
View: Last 30 Days

Form ID	Date Created	Date Printed	Total Claim Amount	Status	Re-Printed*
36201	4/22/2012	4/22/2012	\$9.00	Printed	<input type="checkbox"/>
62201	4/13/2012	4/13/2012	\$6,666.00	Submitted	<input type="checkbox"/>

fig.2

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

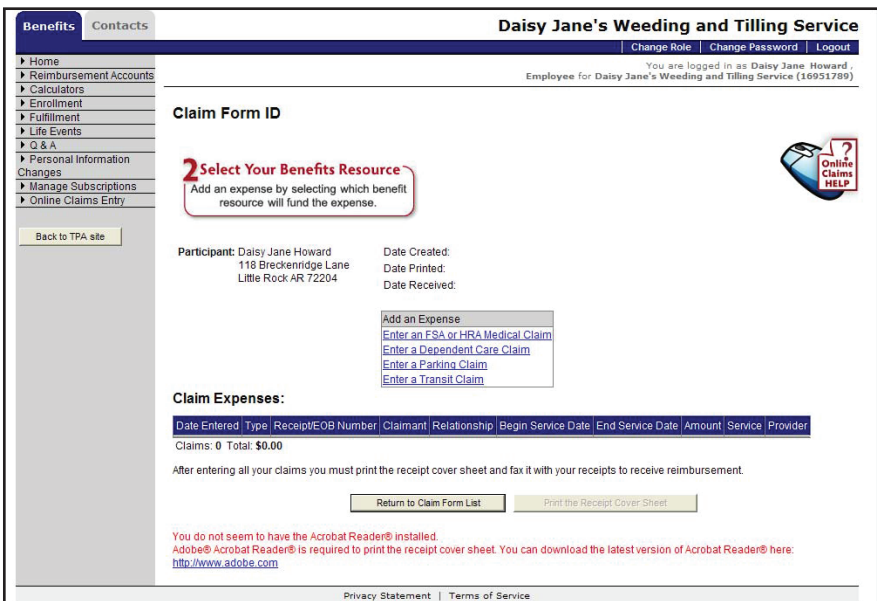


fig.3

- 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.

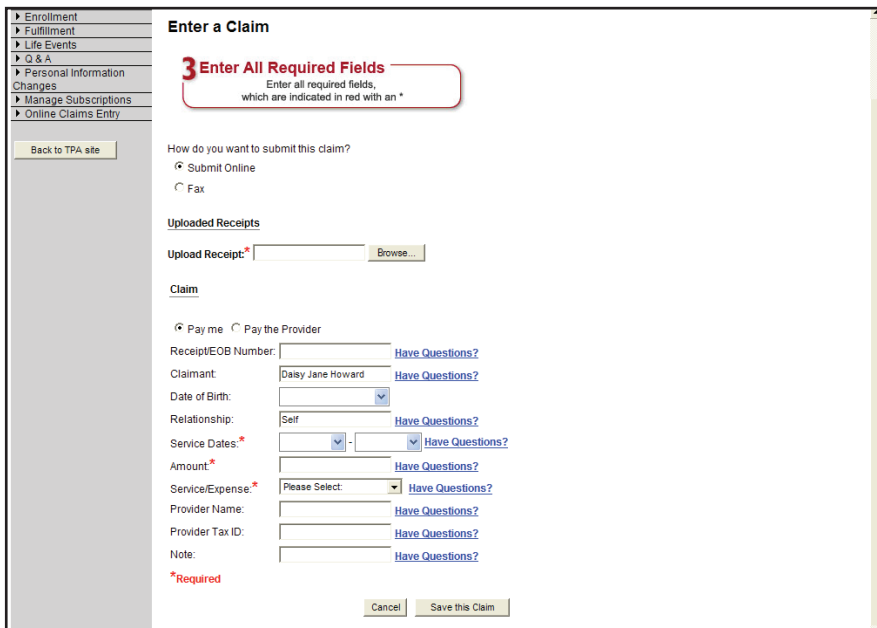


fig.4

- Click OK. (fig. 5)

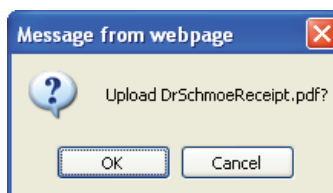


fig.5

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

fig.6

- 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)

fig.7

- If you have elected to receive emails, you will receive an email notifying you the claim has been received by your benefits administrator.



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