

Spending Account Reimbursement Claim Forms



A more human resource.™

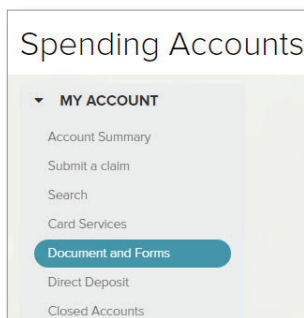
For really fast reimbursement, submit your expenses online!

Log in to your account on your Spending Account website and click “Submit a Claim.”

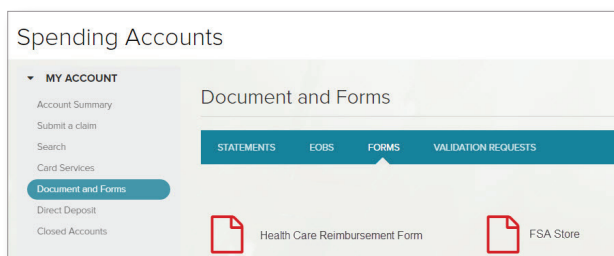
How to submit claims via mail or fax

If you wish to submit a claim via mail or fax, please follow these steps to download a claim form for the proper account:

- 1) Register or log in to your employer’s Spending Account website.
- 2) Select “Documents and Forms” from the left-hand navigation menu.



- 3) After selecting “Documents and Forms” you will be directed to a screen that looks similar to the image below. Please select “Forms.”



- 4) You will now see any claim forms or documents that have been setup according to your employer’s spending account plan design. Select the form for the expense(s) you wish to submit and provide any necessary information as instructed on the form.

- 4) Mail or fax your claim per the instructions on the form.