

AIR GROUP LLC CLAIM SUBMISSION OPTIONS

Access your Flexible Spending Account online by logging into:

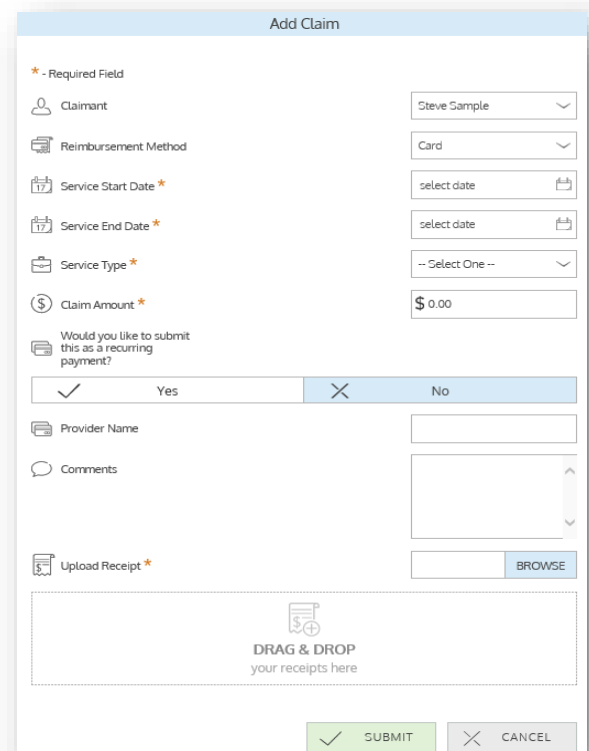
www.MyFSAExpress.com

SUBMITTING A MANUAL CLAIM

- On the main Dashboard page, hover over the **Resources** drop down menu and select the **Forms & Documents** link.
- Download the FSA Reimbursement request form.
- Follow the instructions on the form to correctly fill out the claim form.
- You have the option to:
 - Mail the claim form along with all necessary receipts
 - Send claim via fax (253-793-3766) along with receipts
 - Email the form with receipts to help@mybenefitexpress.com

SUBMITTING AN ONLINE CLAIM

1. To enter a claim and request reimbursement, navigate to the add claim page (by clicking submit claim or via the menu bar) and complete the form.
2. Make sure to select the reimbursement plan that you are seeking reimbursement from.
3. Be sure to upload a receipt image if you have one.
4. You can click browse to navigate to the file, or you can drag and drop from your computer.
5. Click submit to send the request for processing.



The screenshot shows the 'Add Claim' form with the following fields and options:

- Claimant:** Steve Sample (dropdown)
- Reimbursement Method:** Card (dropdown)
- Service Start Date:** select date (calendar icon)
- Service End Date:** select date (calendar icon)
- Service Type:** -- Select One -- (dropdown)
- Claim Amount:** \$ 0.00
- Would you like to submit this as a recurring payment?:** Yes (checked) / No
- Provider Name:** (text input)
- Comments:** (text area)
- Upload Receipt:** BROWSE button
- Drag & Drop:** DRAG & DROP your receipts here (dashed box)
- Buttons:** SUBMIT (green) / CANCEL (grey)

Please contact benefitexpress toll free at 1-(877) 837-5017 if you have questions.