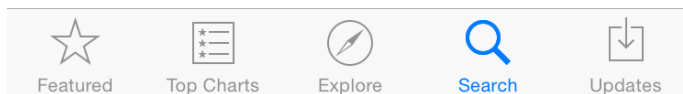
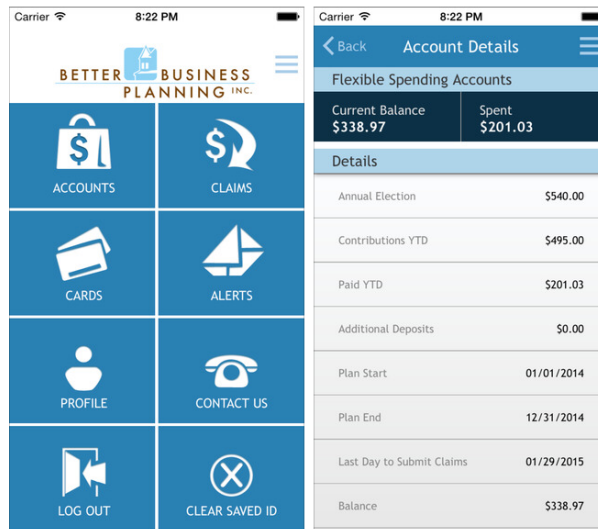
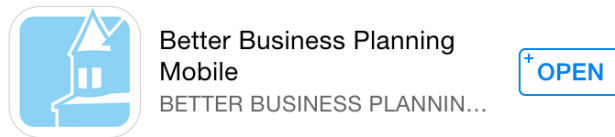
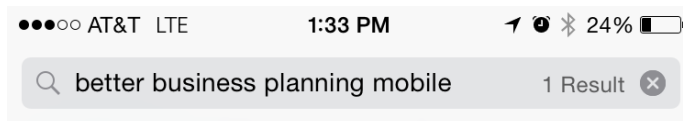


## Mobile Application Claim Entry Instructions

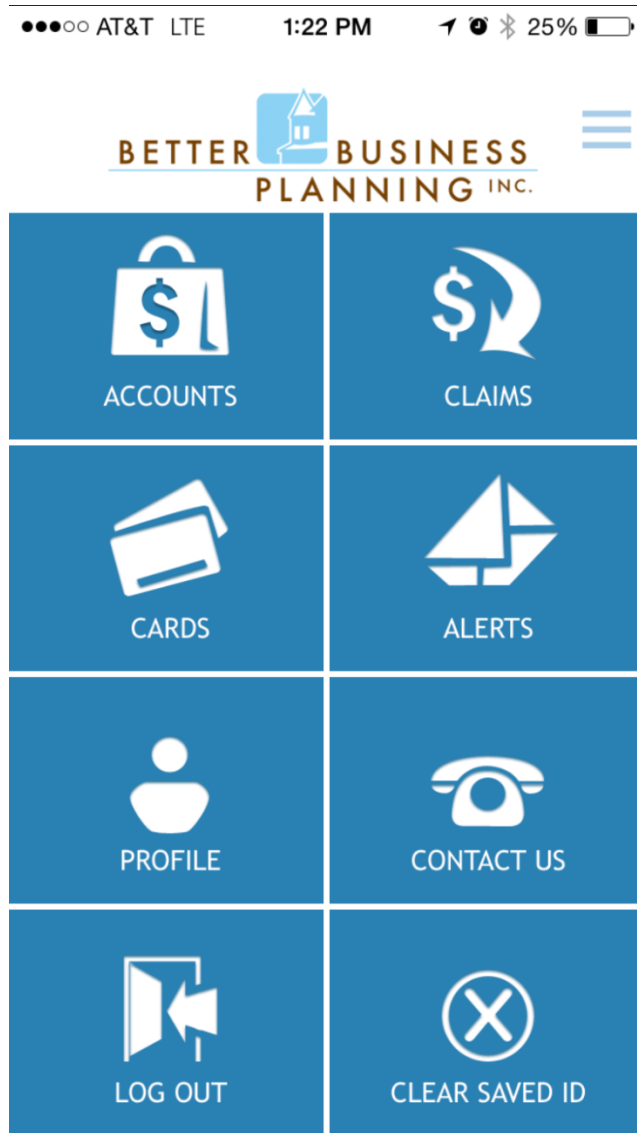
To enter manual claims, participants must take the following steps in the Better Business Planning Mobile App:

1. Download the Better Business Planning Mobile App in the App Store/Google Play Store by searching 'Better Business Planning Mobile'.



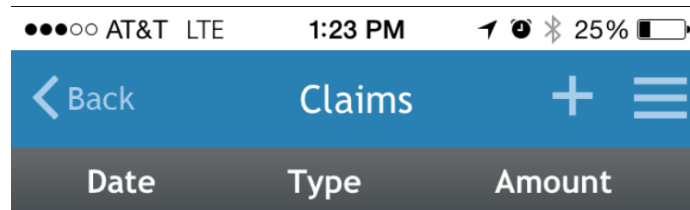
## Mobile Application Claim Entry Instructions

2. Upon logging in, click the Claims option to open the Claims page.



## Mobile Application Claim Entry Instructions

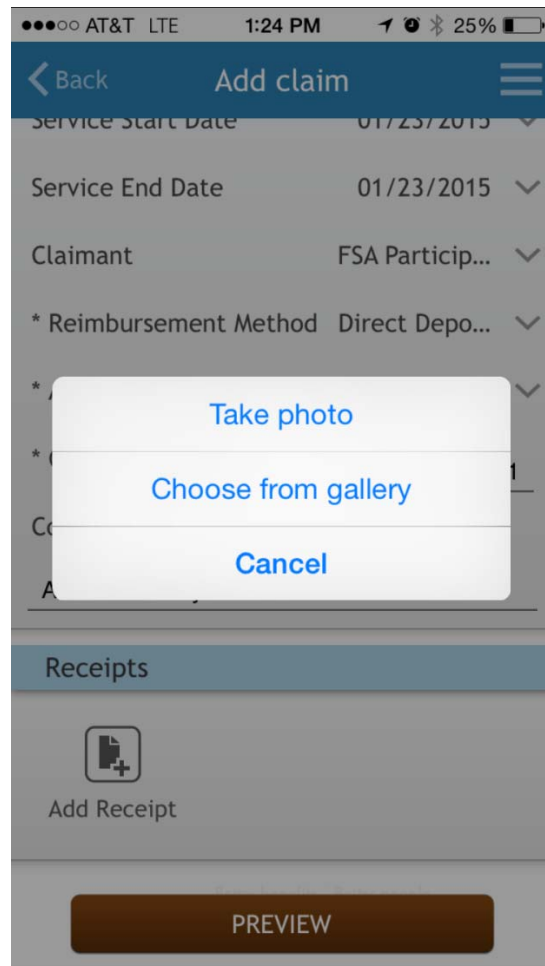
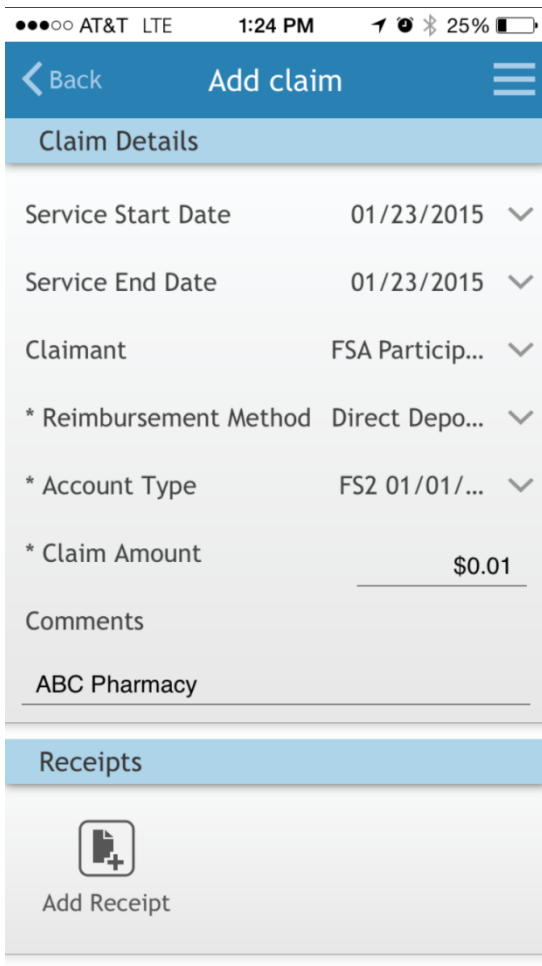
3. Click '+' in the top right corner.



There are currently no claims which require documentation. If you would like to submit a reimbursement request, use the "add claim" button at the top of the screen

## Mobile Application Claim Entry Instructions

4. Enter the following fields: Service Start Date, Claimant, Reimbursement Method, Account Type, Claim Amount and Comments (Optional fields: Service End Date).
5. Click the Add Receipt button to either take a picture of your receipt or choose a picture from your phone's photo gallery.
6. Click Preview



## Mobile Application Claim Entry Instructions

7. Verify that your claim information is correct and then click Submit.

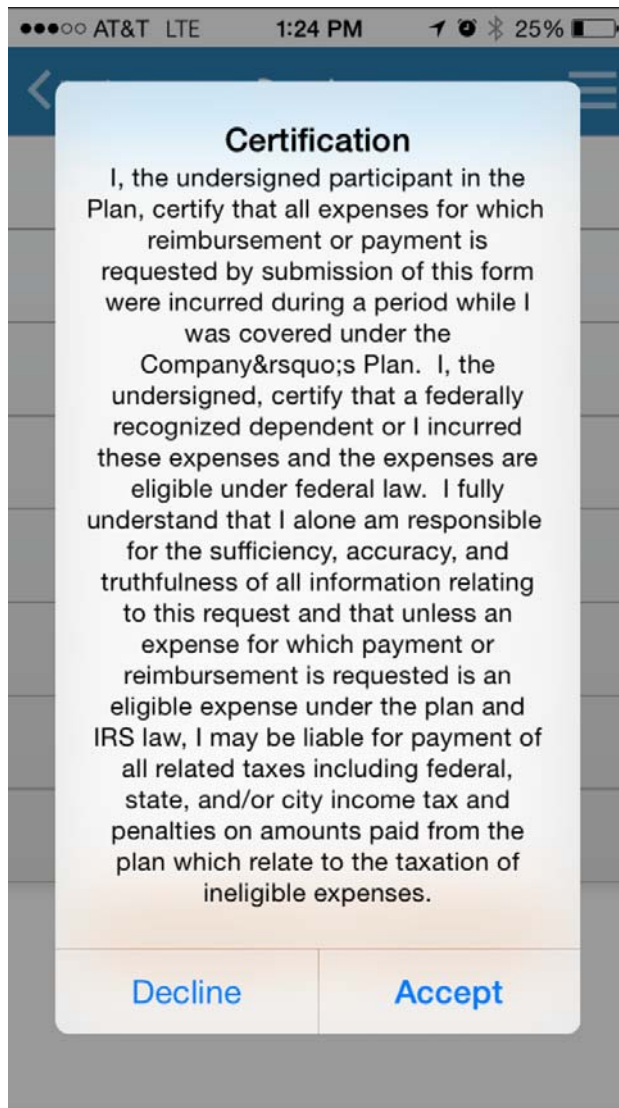
The screenshot shows a mobile application interface for a claim preview. At the top, the status bar displays 'AT&T LTE', '1:24 PM', and '25%' battery. The app header is blue with a 'Back' arrow, the title 'Preview', and a menu icon. The main content is a table with the following data:

Transaction Date	01/23/2015
Service Start Date	01/23/2015
Service End Date	01/23/2015
Reimbursement Method	Direct Deposit
Account Type	FS2
Claimant	FSA Participant
Amount	\$0.01
Comments	ABC Pharmacy

Below the table is a large brown button labeled 'SUBMIT'. At the bottom of the screen, there is a logo and the text 'Better benefits | Better people'.

## Mobile Application Claim Entry Instructions

8. Click Accept.



**Please Note:** If you leave the claim without clicking the Submit button, all claim information will be lost.