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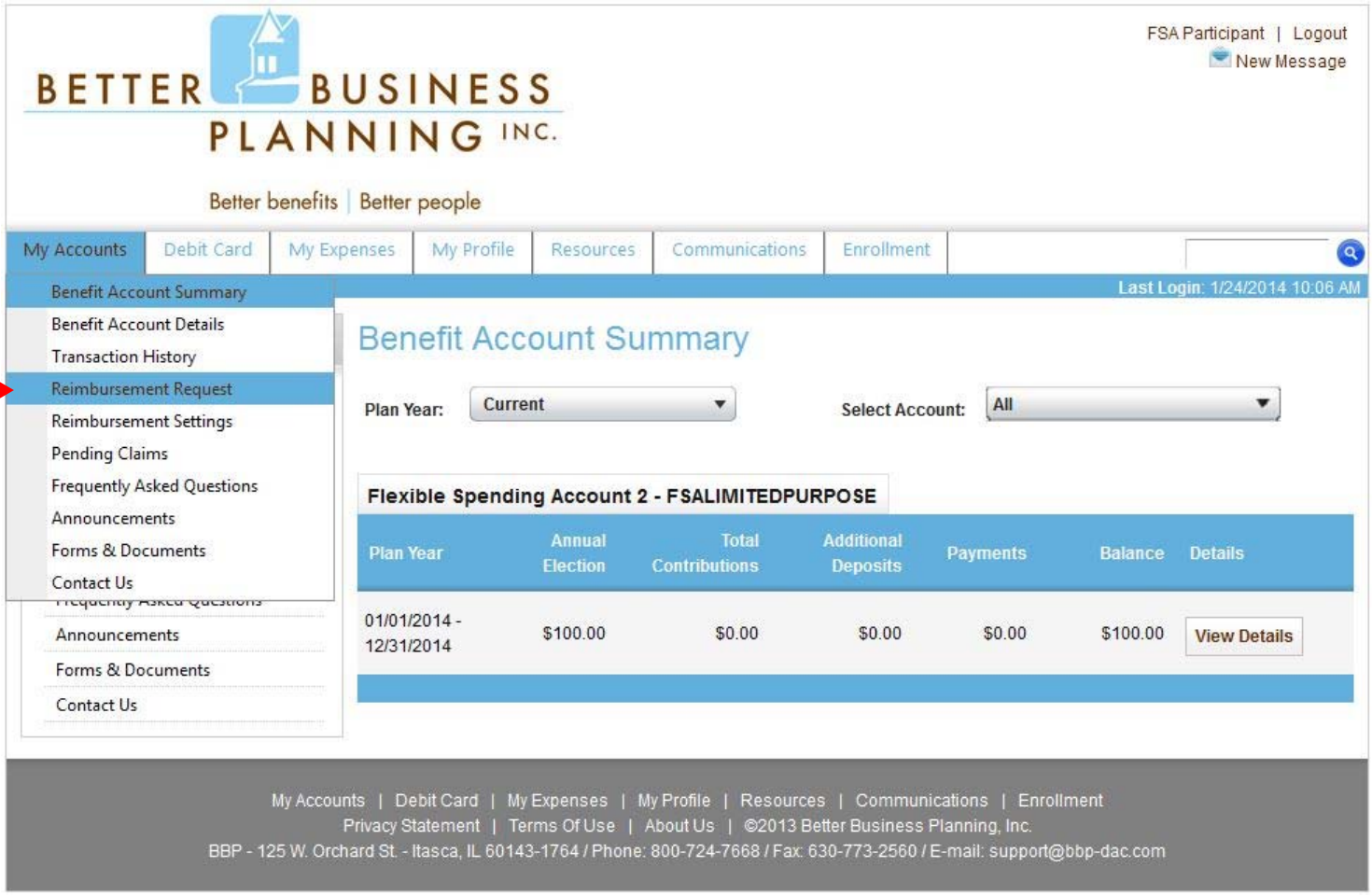
Participant Portal Claim Entry Instructions

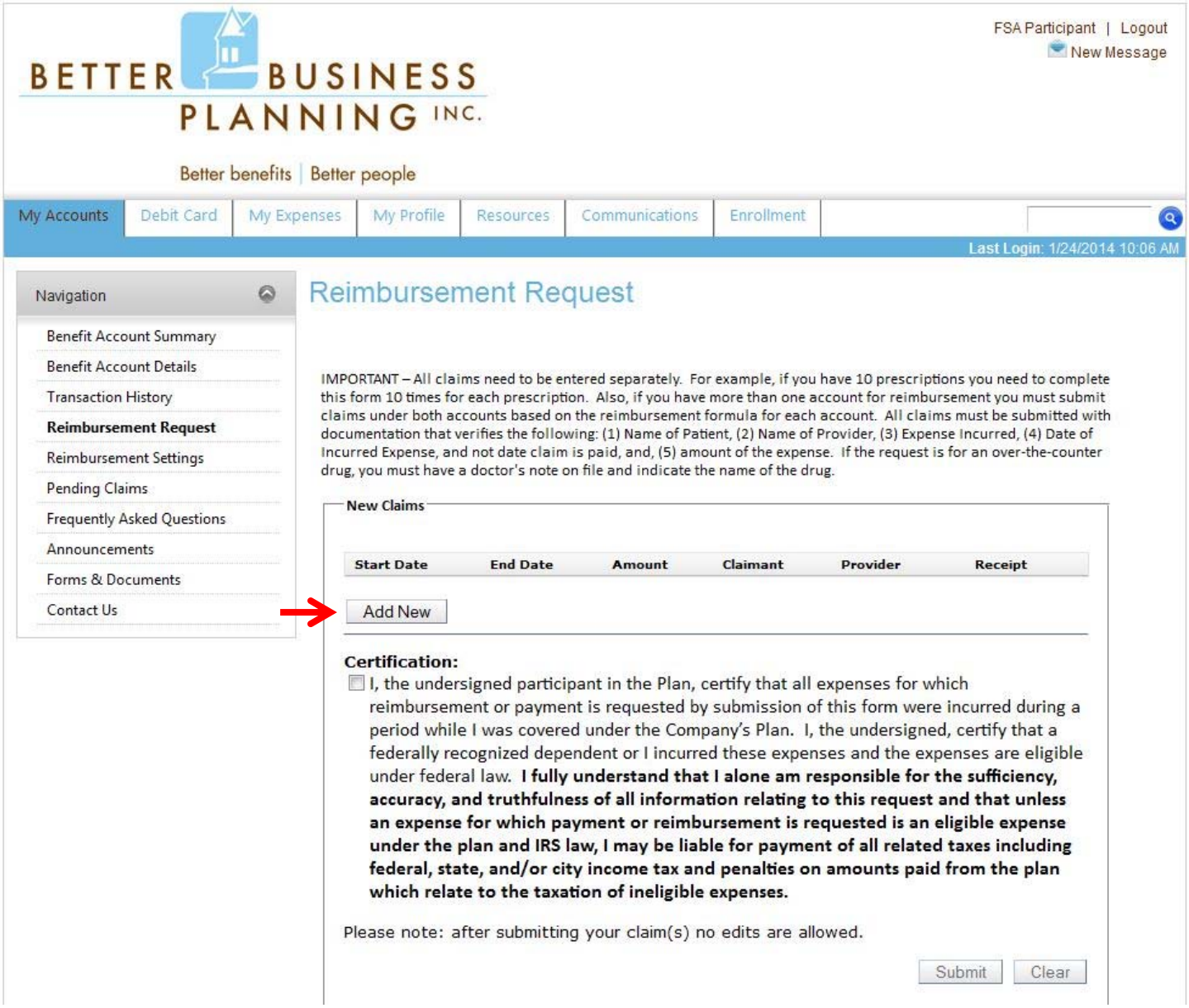
To enter manual claims, participants must take the following steps in the Participant Portal:

1. Click the Request Reimbursement link on the left hand menu to open the Request Reimbursement page.



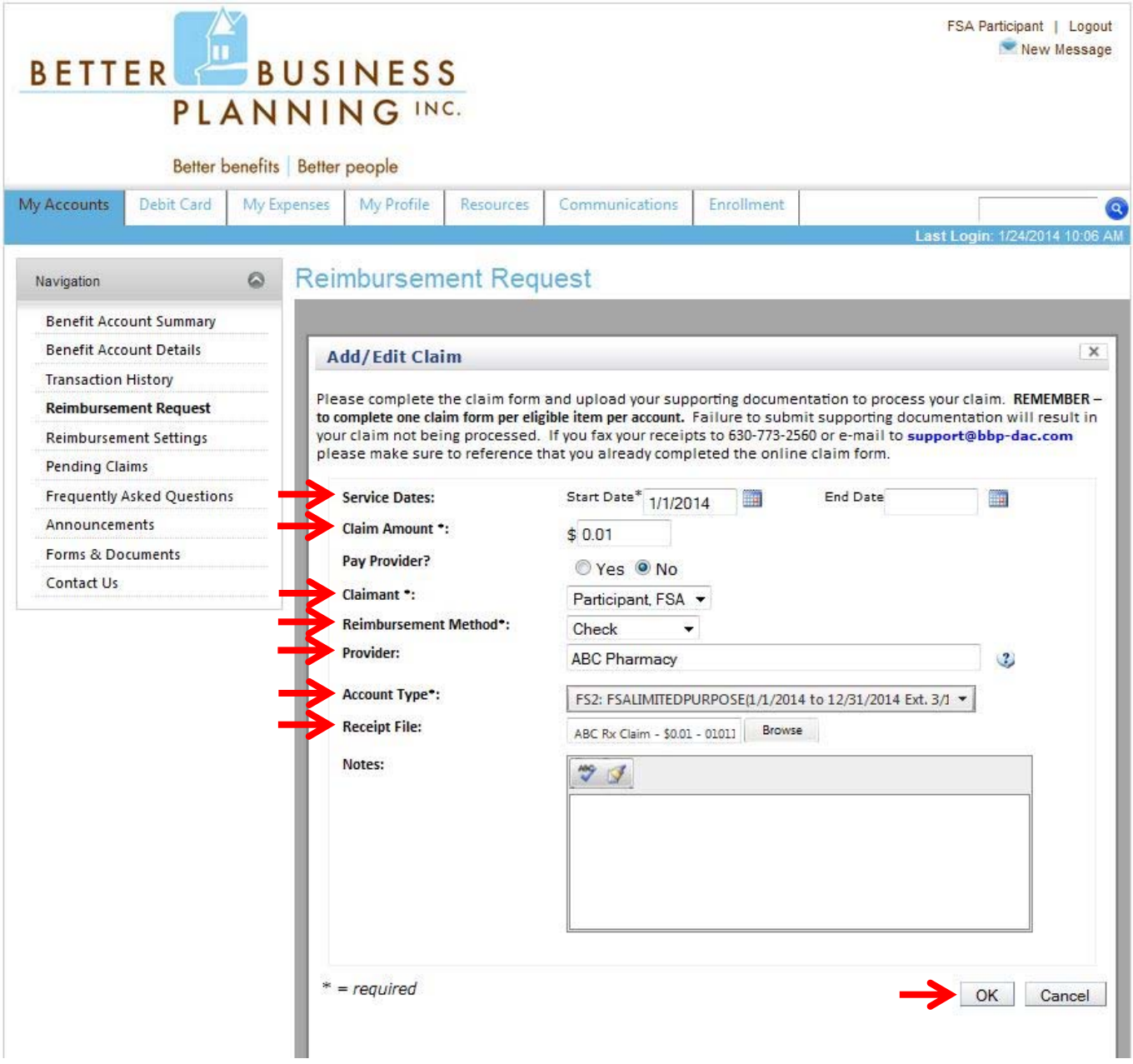
Participant Portal Claim Entry Instructions

2. Click the “Add New” button to open the Add/Edit Claim page.



Participant Portal Claim Entry Instructions

3. Enter the following fields: Service Start Date, Claim Amount, Claimant, Reimbursement Method, Provider Name and Account Type (Optional fields: Service End Date, Pay Provider and Notes).
4. Click the Browse button to upload a receipt file.
5. Click OK



Participant Portal Claim Entry Instructions

6. Enter any additional claims by clicking the Add New button.
7. Check the certification check box.
8. Click the Submit button. **Please Note:** If you leave the Participant Portal without clicking the Submit button, all claim information will be lost.