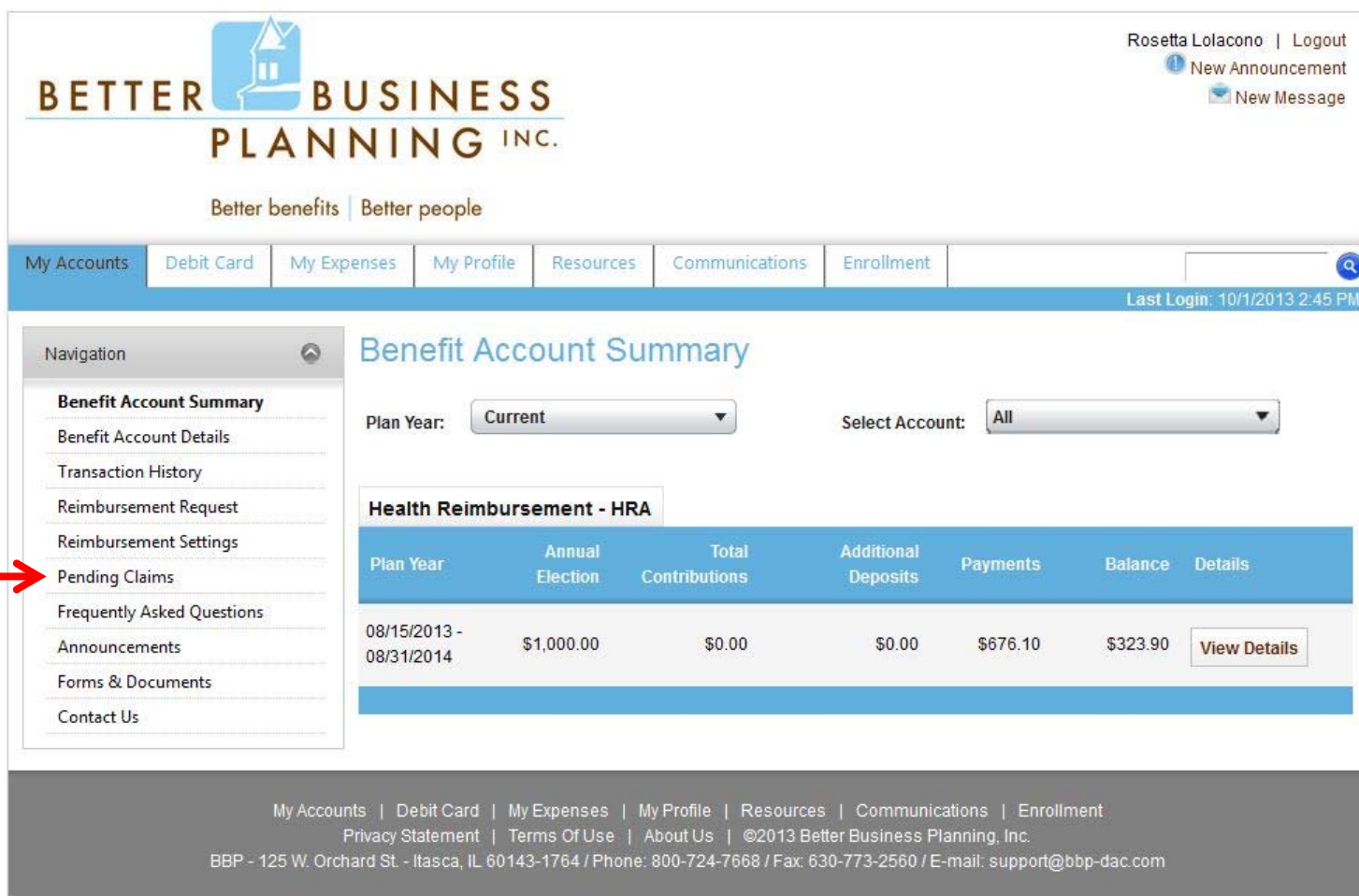


Participant Portal

Card Substantiation Instructions

To upload substantiation for Pending/Ineligible card transactions, participants must take the following steps in the Participant Portal:

1. Upon logging in, click the Pending Claims link under the Navigation menu to open the Pending Claims page.



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Navigation

- Benefit Account Summary
- Benefit Account Details
- Transaction History
- Reimbursement Request
- Reimbursement Settings
- Pending Claims**
- Frequently Asked Questions
- Announcements
- Forms & Documents
- Contact Us

Benefit Account Summary


Plan Year: Select Account:

Health Reimbursement - HRA

Plan Year	Annual Election	Total Contributions	Additional Deposits	Payments	Balance	Details
08/15/2013 - 08/31/2014	\$1,000.00	\$0.00	\$0.00	\$676.10	\$323.90	View Details

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- All of your Pending/Ineligible claims will appear on this page. Click the "Upload" link to upload your substantiation to the corresponding charge.



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Claims Pending

Listed below are all pending transactions on your accounts.

View: Card Transactions ▾

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

Tran. Date	Service Date	Description	Type	Claimant	Account / Plan Year	Status	Amount	Claim/Check Number	Receipt
3/6/2014	3/6/2014-3/6/2014	AMERICAS BEST 5510	Card	LoIacono, Rosetta	HRA 8/15/2013-8/31/2014	Pending	Posted: (\$231.49) Approved: (\$231.49)		Upload

1 transaction found.

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

- Reissued Payment.
- Provider Payment. Mouseover p can see the detailed information.
- Payroll Funded Deposit.


3. Click 'Browse' to select a file on your computer. Then click 'OK' to submit it.

Claims Pending

Listed below are all pending transactions on your accounts.

View: Card Transactions ▾

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

Tran. Date	Service Date	Description	Type	Claimant	Account / Plan Year	Status	Amount	Claim/ Check Number	Receipt
3/6/2014	3/6/2014- 3/6/2014	AMERICAS BEST 5510	Card 	LoIacono, Rosetta	HRA 8/15/2013- 8/31/2014	Pending	Posted: (\$231.49) Approved: (\$231.49)		Upload

1 transaction found.

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

^r Reissued Payment.

^p Provider Payment. Mouseover p can see the details.

^f Payroll Funded Deposit.

Add/Replace Receipt File ✕

Click "Browse" to select a file on your computer. Then click "OK" to submit it.

- If your attachment was successfully uploaded, an option to 'View' the attachment will appear. Please allow 24-72 business hours for processing.

Claims Pending

Listed below are all pending transactions on your accounts.

View: Card Transactions ▾

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

Tran. Date	Service Date	Description	Type	Claimant	Account / Plan Year	Status	Amount	Claim/Check Number	Receipt
3/6/2014	3/6/2014- 3/6/2014	AMERICAS BEST 5510	Card ⓘ	LoIacono, Rosetta	HRA 8/15/2013- 8/31/2014	Pending	Posted: (\$231.49) Approved: (\$231.49)		 View Upload

1 transaction found.

Claims that are displayed with a yellow highlight are claims that were split between multiple benefit accounts.

Ⓡ Reissued Payment.

Ⓟ Provider Payment. Mouseover p can see the detailed information.

Ⓡ Payroll Funded Deposit.