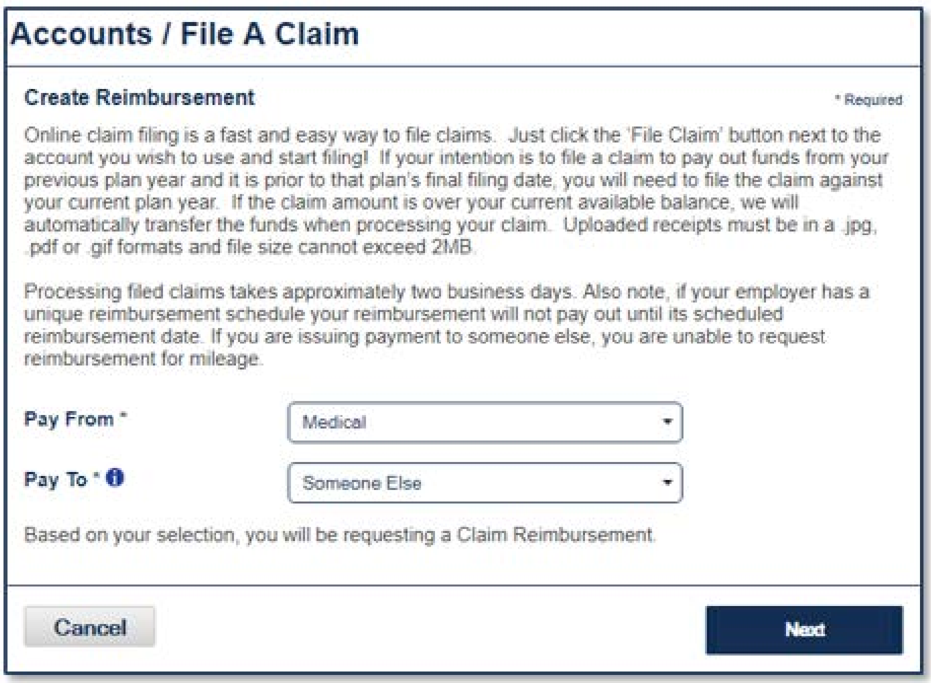
How to Send a Reimbursement Check Directly to a Provider Via Your HRA Online Account

To file a new claim and have the reimbursement sent directly to your provider, follow these steps:

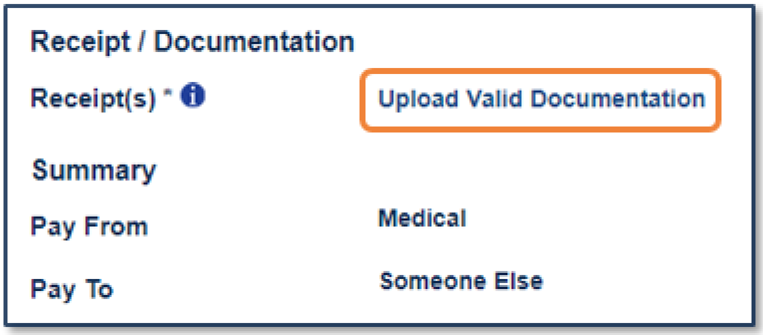
1. In the “I Want To” section of the Home tab click "**File A Claim**".

2. Select an option from the “Pay From” drop-down list.
In the “Pay To” drop-down list select “**Someone Else**” and then click “**Next**.”



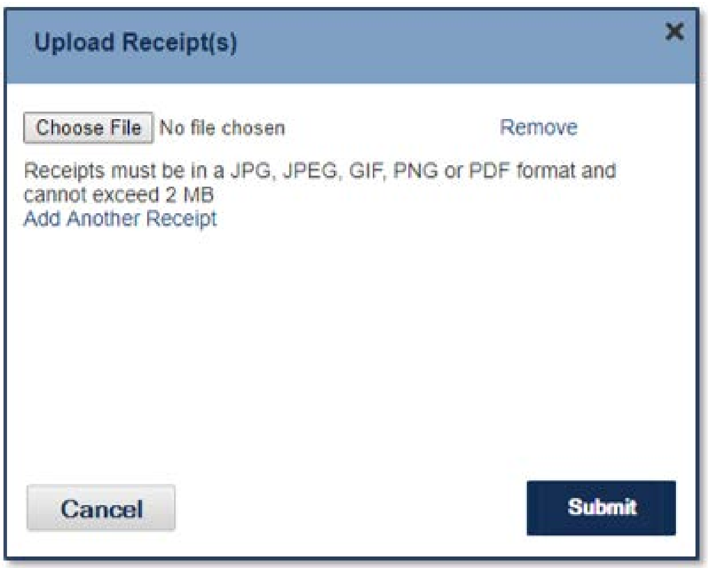
3. Complete the **required fields** and then click “**Next**.”

4. Click “**Upload Valid Documentation**.”



5. To upload a receipt, click “**Choose File**,” search for the file containing your receipt, click “**Open**” and then click “**Submit**.”

Please Note: Receipts must be in a JPG, JPEG, GIF, PNG or PDF format and cannot exceed 2 MB.



6. Click “**Next.**”

7. Complete the **required fields** and then click “**Next**.”

8. **Review** your transaction summary. If changes are needed, click “**Update**.”

9. Review the Claims Terms and Conditions and then check the box indicating you have read, understand and agree to them. Then click “**Submit**.”

10. A confirmation message will appear to verify the claim was successfully submitted. Your documentation will be processed within two business days.

Please Note: You will be notified if further documentation is needed. If you have an email address on file, you will be notified via email. Otherwise, you will be notified by mail. Allow two to eight business days for mailing time.