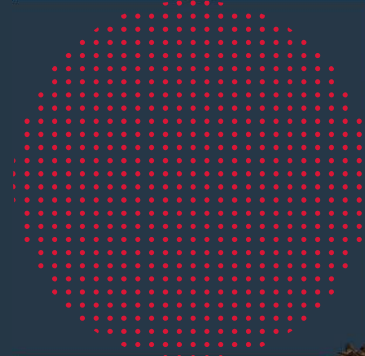
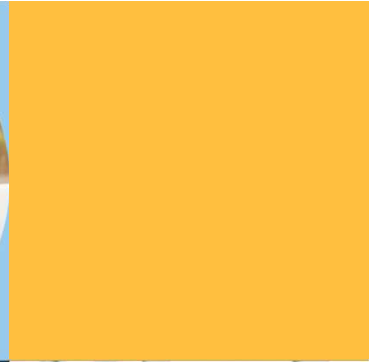




Caltech

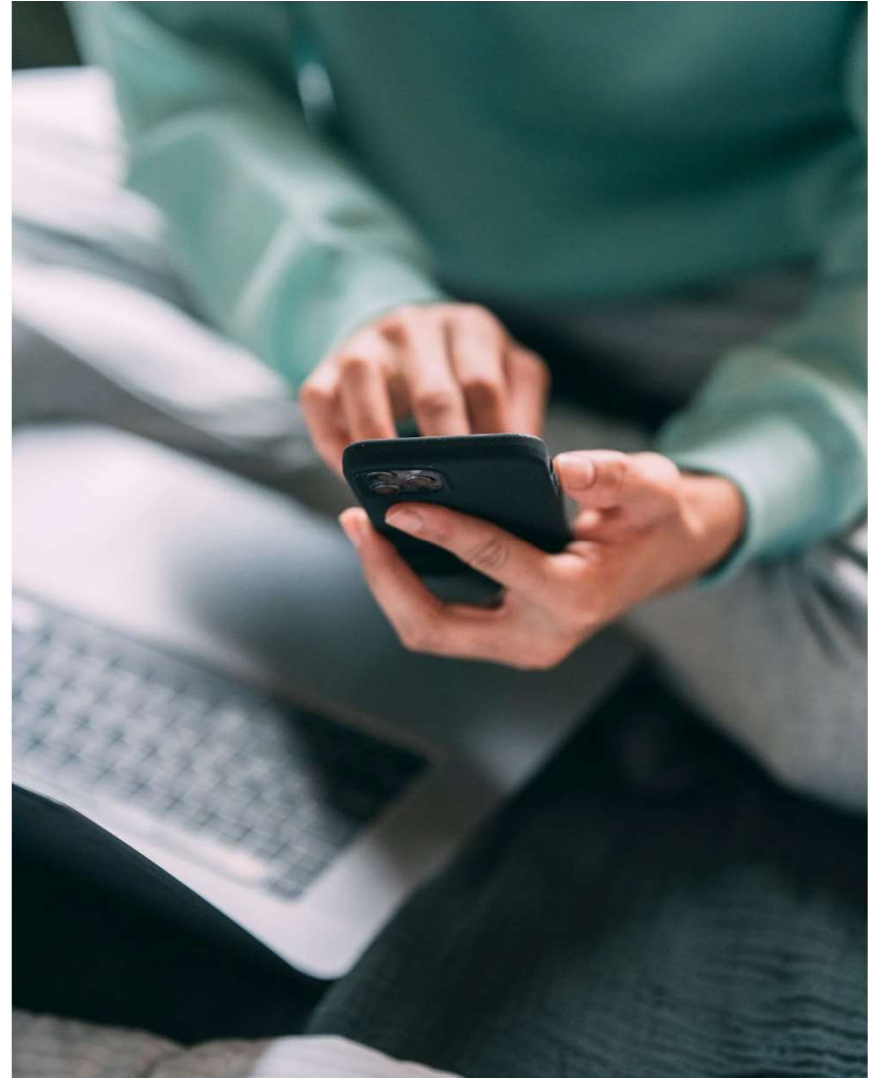
How to file a claim in the benefits mobile app





How to file a claim in the benefits mobile app

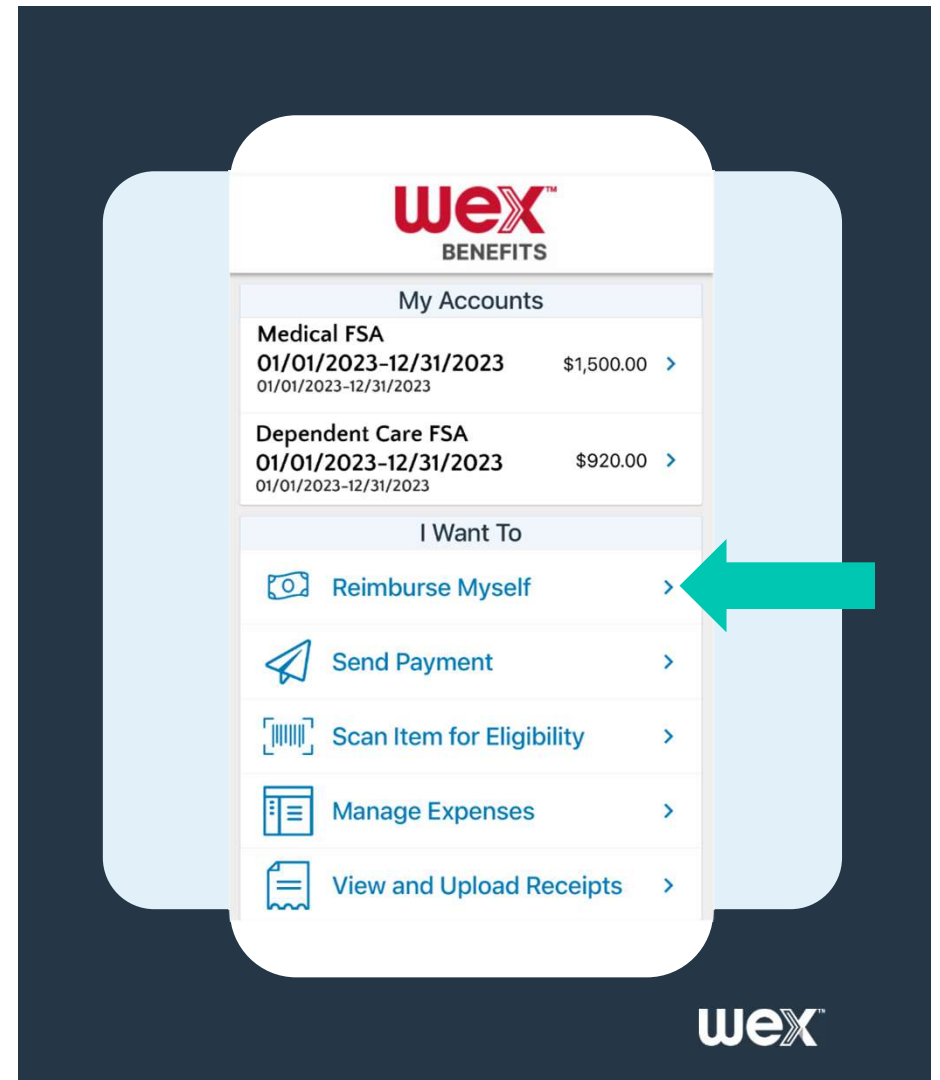
Proprietary & Confidential



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1 Select how you you like funds transferred

- Reimburse Myself
- Send Payment

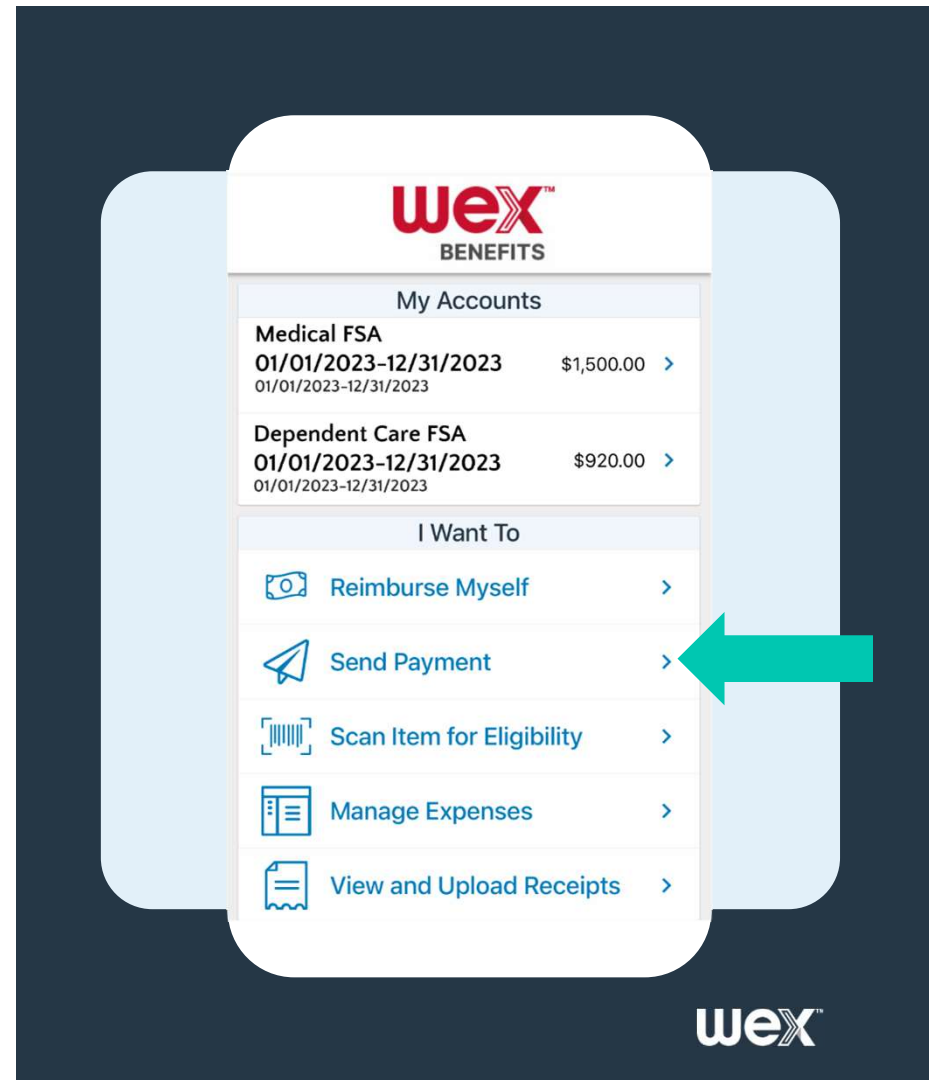


> How to file a claim in the benefits mobile app

1 Select how you you like funds transferred

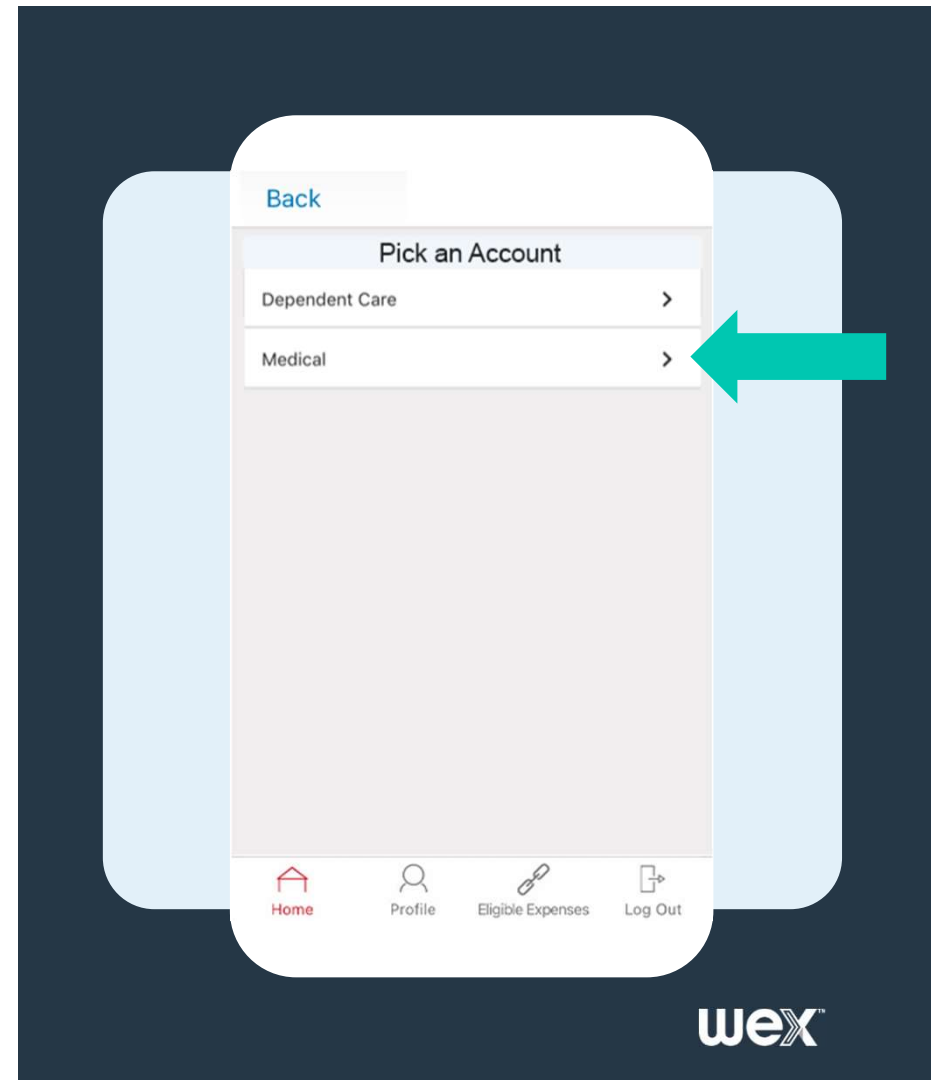
- Reimburse Myself
- Send Payment

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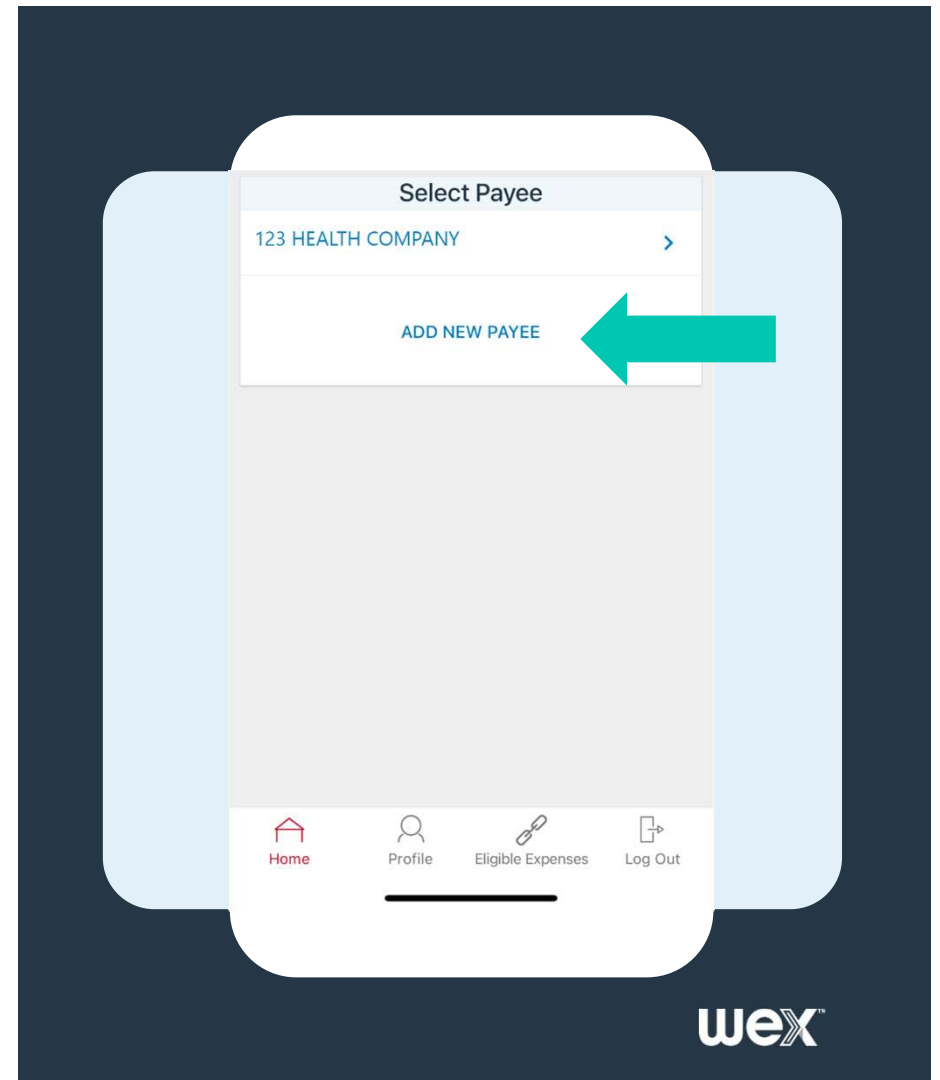
- 2 Select the plan from which you'd like reimbursement



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3 Select a payee for the claim

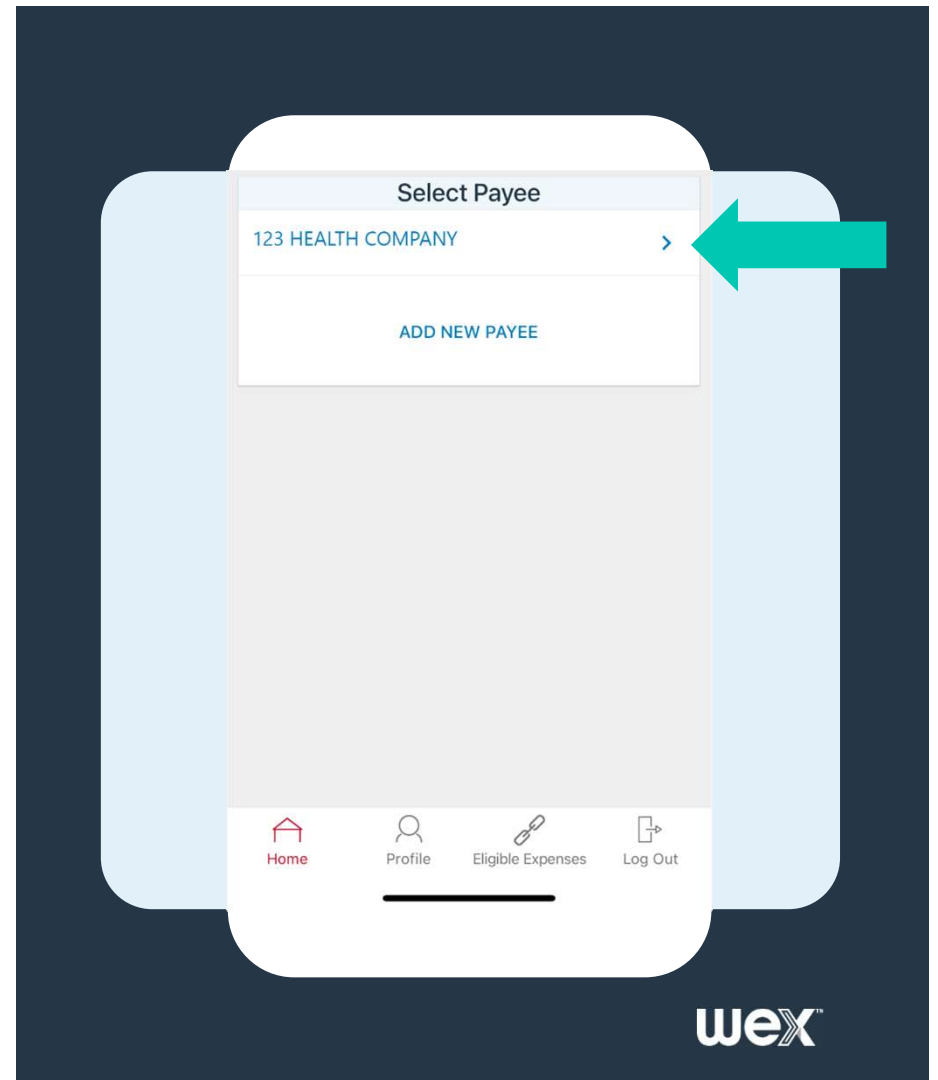
- Add new payee
- Choose existing payee



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3 Select a payee for the claim

- Add new payee
- Choose existing payee

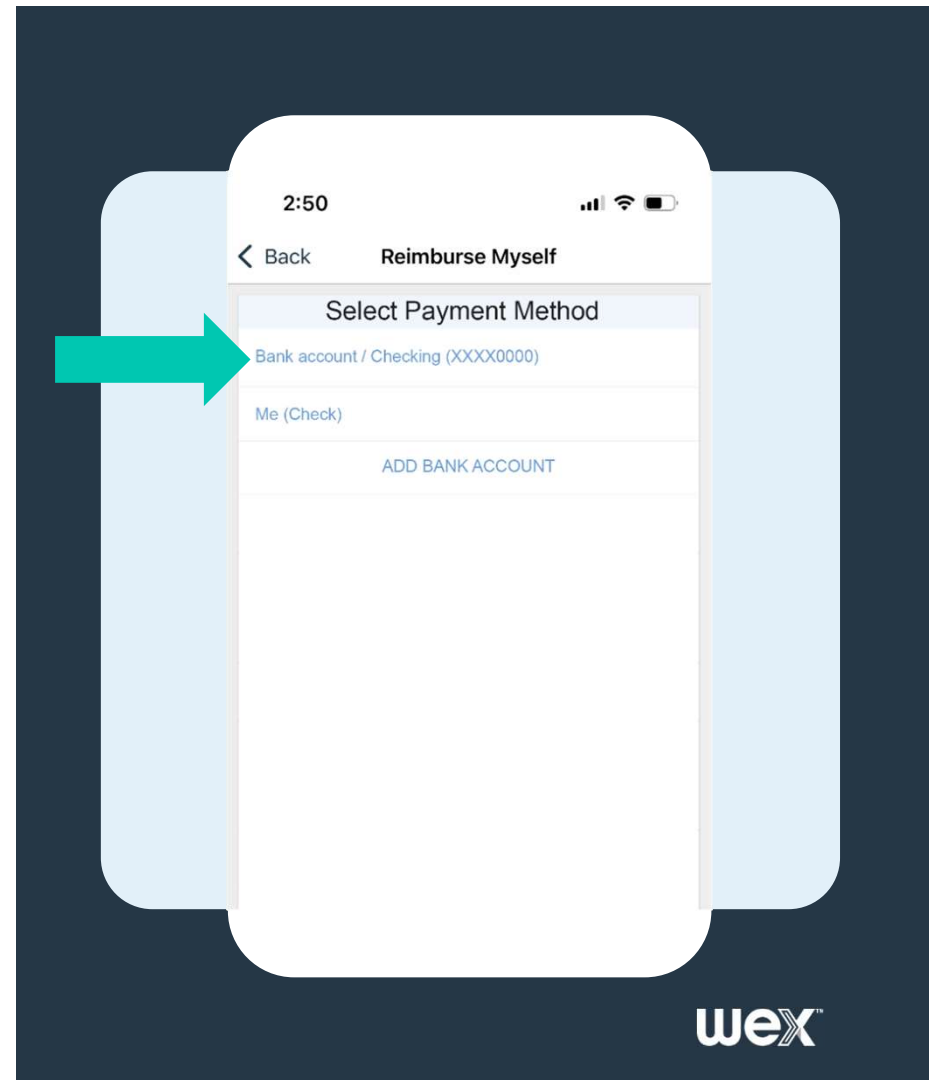


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Reimburse self- select payment method

- Direct Deposit
- Check

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4 Provide claim details

Claim Details

Start Date of Service* Please select >

End Date of Service Please select >

Amount*

Who is this For

When appropriate, provide the name of the person who received the service.

Provider Account Number* 0000000000

Provider*

Category & Type* Please select >

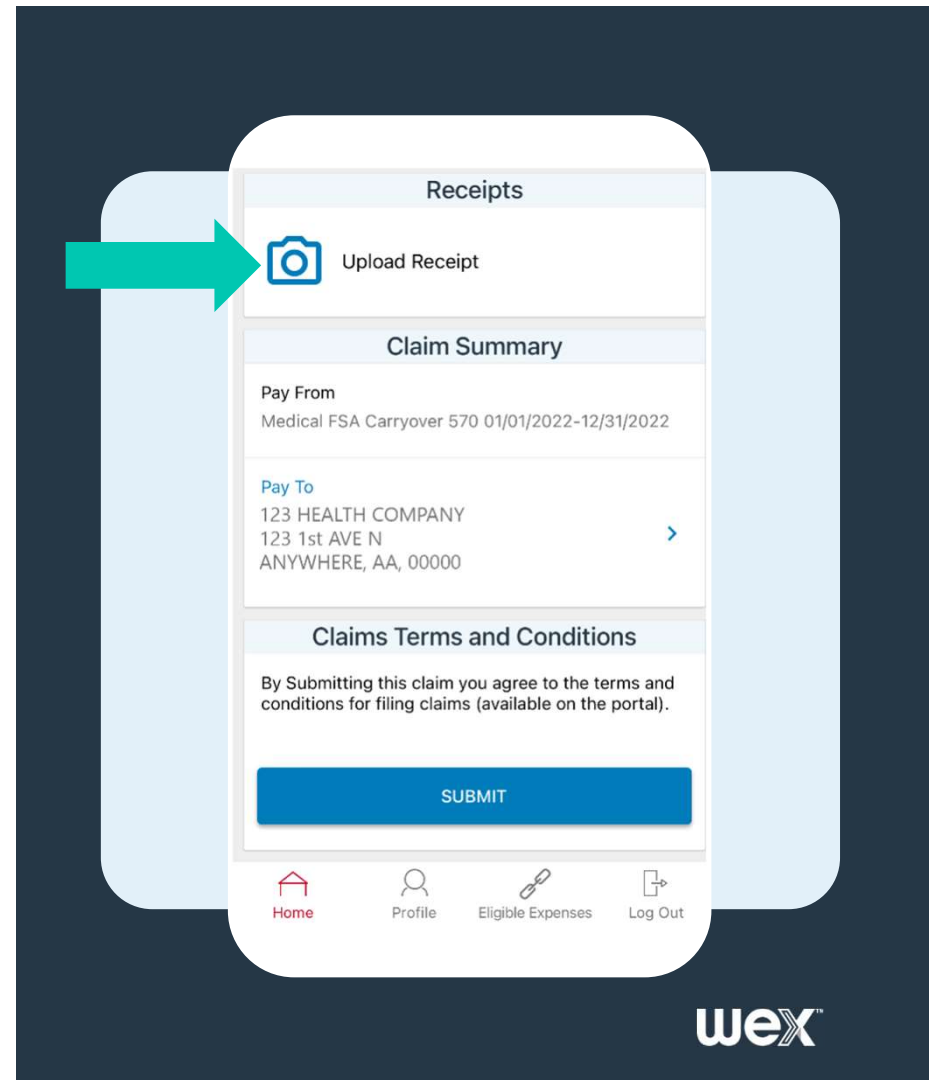
Description

Recipient* Jenny Sample >

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5 Scroll down to upload a receipt

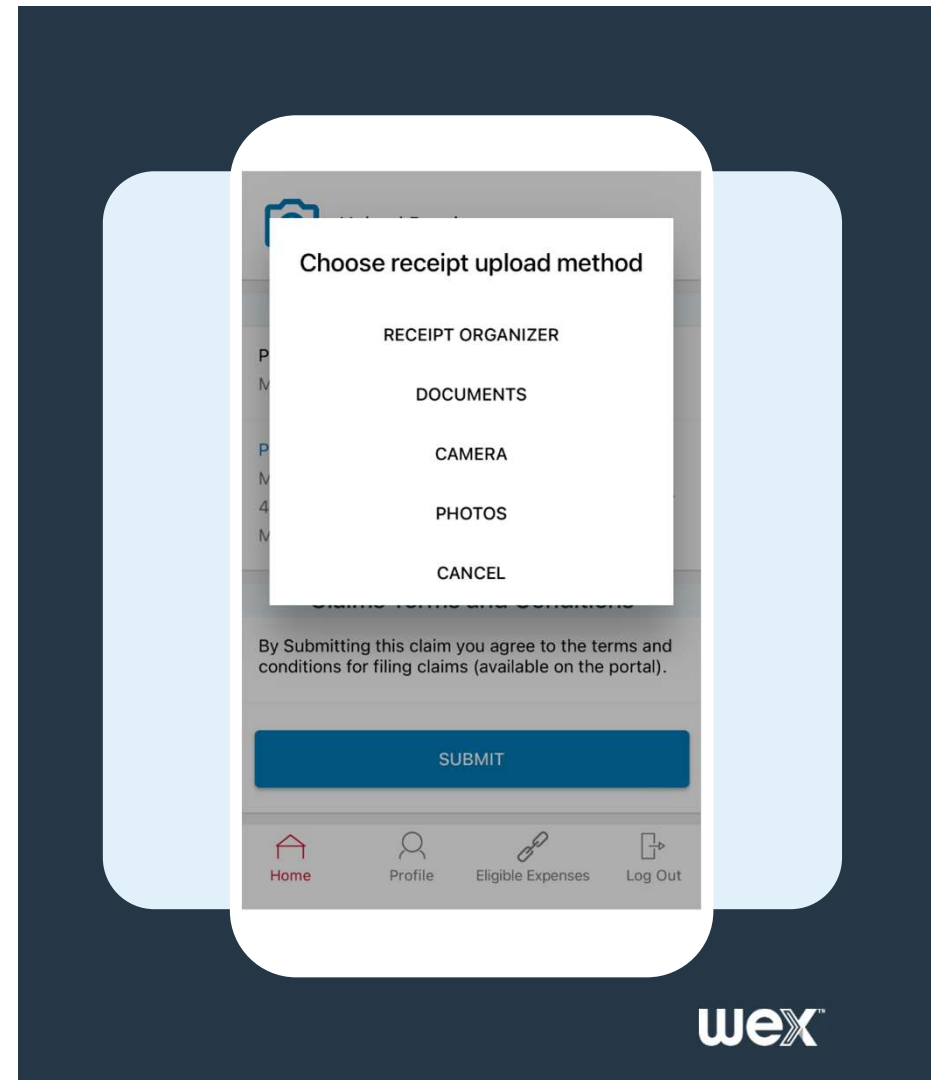


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6 Select receipt upload method

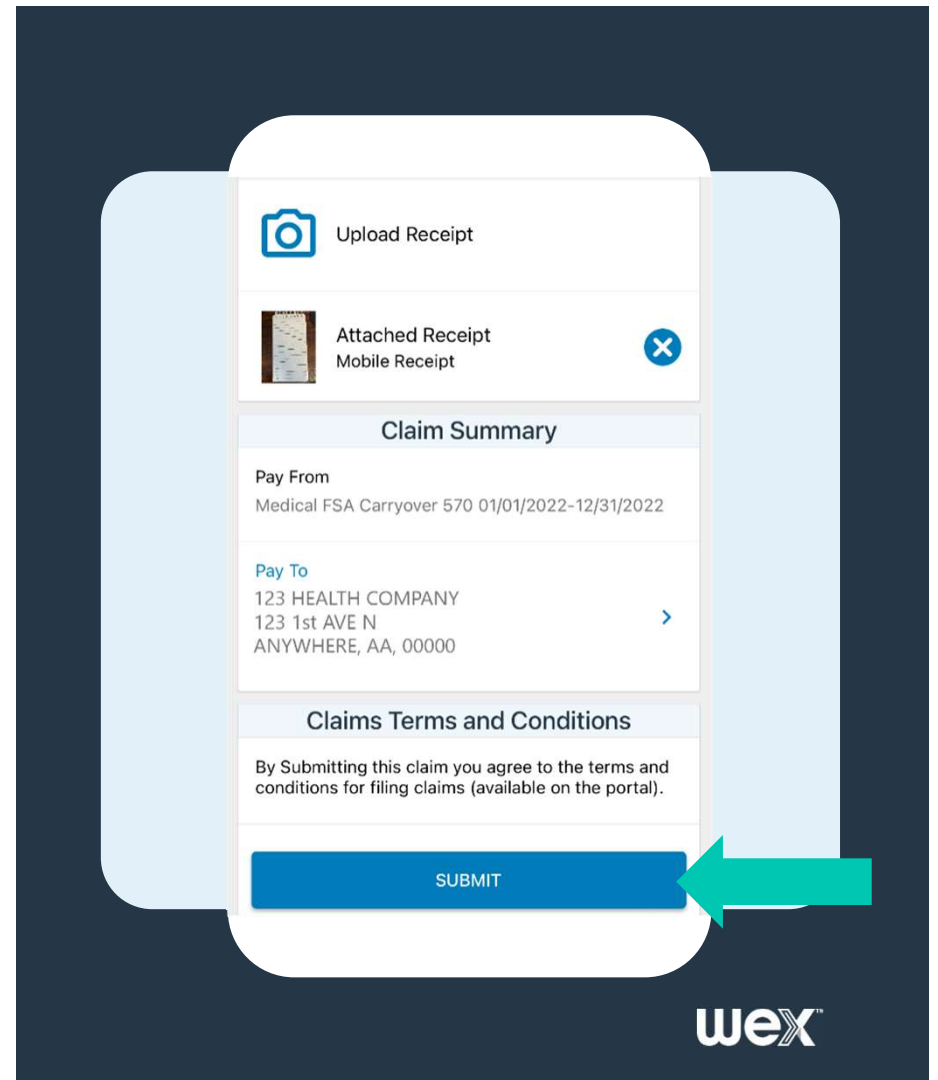
- Take a photo
- Upload existing photo

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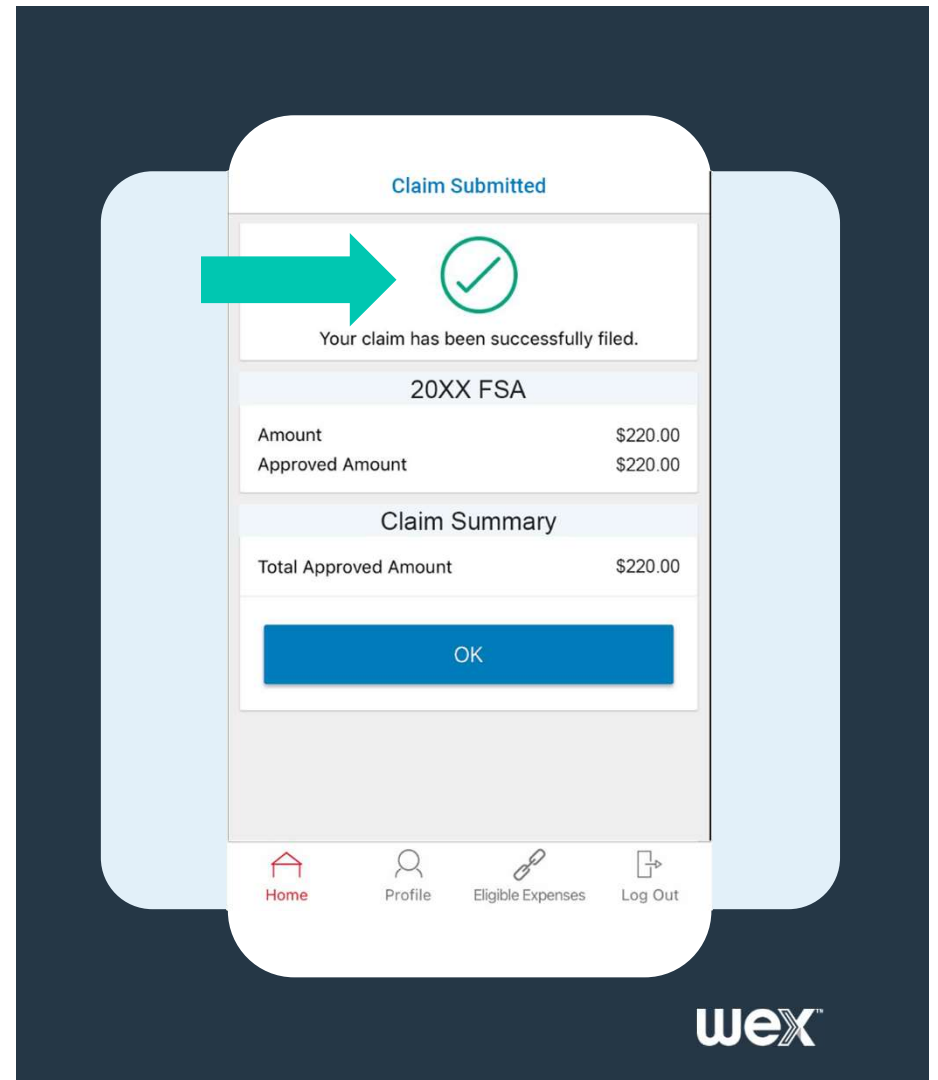
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7 Select "Submit"



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8 You'll receive a confirmation message



Contact Participant Services

Our Participant Services team is available Monday through Friday, from 6 a.m. to 9 p.m. CT, except holidays.



Live Chat

Log into your online account



Website

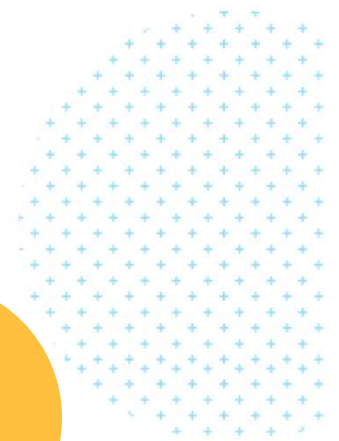
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