

Consumer Portal Guide to Filing Claims

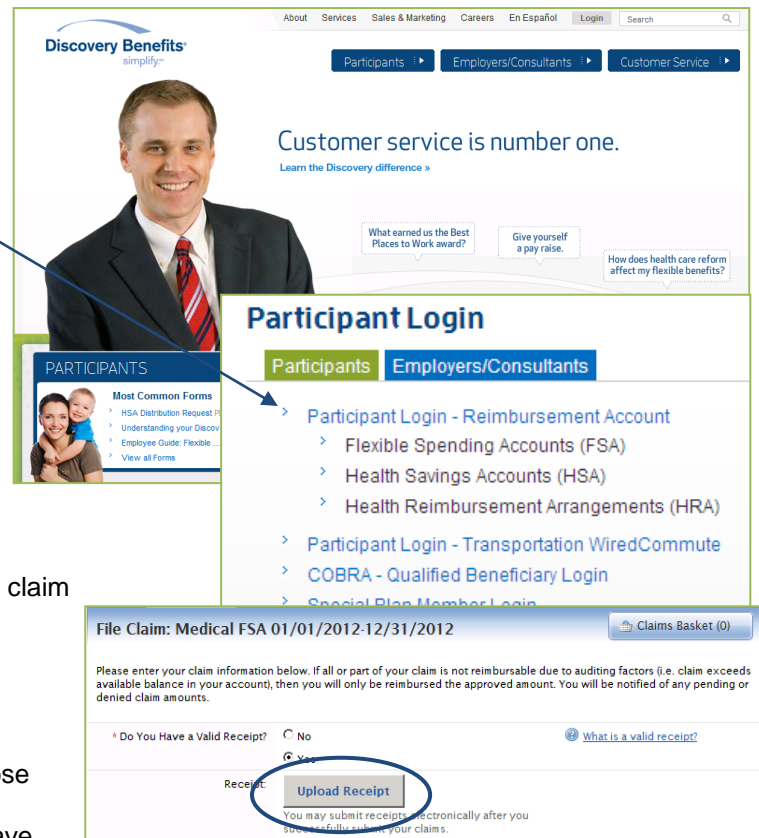
Claims are processed within two business days and reimbursement is issued on a daily basis unless the reimbursement schedule is unique to your group.

Claims can be submitted in any of the following methods:

Online

Step 1: Log In

- Log in at www.discoverybenefits.com
- Select Participant Login – Reimbursement Account
- Enter your log in information (For assistance with your username and password, contact Participant Services at 866.451.3399)
- You will be prompted to change your password after the initial log in



Discovery Benefits does not store or record your personal password. Always ensure your password information is kept in a secure location. If you learn of any unauthorized access, contact Discovery Benefits immediately.

Step 2: Select **File Claims** in the **ACCOUNTS** tab

- Select the plan for which you would like to file a claim

Step 3: Enter your claim information*

- Valid receipt(s) are required
- Upload receipts directly to the claim
- Verify your claim and submit
- If you have more than one claim, you may choose to **Add A New Claim** to your Claims Basket
- The confirmation page verifies that all claims have been successfully submitted. If you did not upload your receipt directly to the claim, please print the page and fax or mail it along with your receipt(s) to Discovery Benefits.

Dependent Care claims: A qualified dependent is required for Dependent Care claims. You may add dependents under the **PROFILE tab in your account.*

Fax, Mail or Email

If you prefer not to file an online claim, please complete a Reimbursement Request Form. Submit the Reimbursement Request Form along with your receipt(s) to Discovery Benefits.

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