



# FILING CLAIMS

## EMPLOYEE HANDOUT



### FILE CLAIMS QUICKLY



EASILY VIEW OR FILE A CLAIM THROUGH THE MOBILE APP OR CONSUMER PORTAL



GET A CLAIM PROCESSED IN TWO BUSINESS DAYS



SYNC INSURANCE CARRIER CLAIMS DIRECTLY INTO YOUR CONSUMER PORTAL DASHBOARD

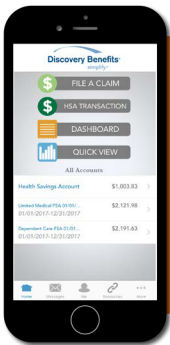
When you pay for eligible expenses out of pocket, filing a claim lets you receive reimbursement and take advantage of your pre-tax benefits. With Discovery Benefits, the claim filing process is quick and simple. Our mobile app and online consumer portal let you file a claim with just a few taps or clicks.

**Note:** You don't need to file a claim for purchases made with your Discovery Benefits debit card. However, you may still need to submit documentation via our mobile app or consumer portal on those claims.

#### THE EASIEST WAYS TO FILE CLAIMS

##### Mobile App

You can file claims and submit documentation in seconds using the Discovery Benefits mobile app. Our app is the quickest and easiest method for filing claims and submitting documentation. Just use your phone's camera to take a picture of documentation and upload it on the spot.



DOWNLOAD THE APP FOR FREE ON APPLE AND ANDROID DEVICES



The app also allows you to:

- Get instant notifications on the status of your claims.
- Check your balance and view account activity.
- Reset login credentials and log in with a four-digit PIN.
- Report a card as lost or stolen to keep your account secure.

##### Consumer Portal

You can also file claims through your consumer portal by clicking on the "I Want to" button at the top right corner of any page and selecting "File a Claim" from the drop-down menu.

To make claim filing even easier, our Claims Sync tool lets you sync claims from insurance carriers directly into your consumer portal, so you can manage all of your eligible expenses directly from your portal dashboard.

**Note:** You may also file a claim by submitting an Out-of-Pocket Reimbursement Request Form and supporting documentation via fax or mail.



### RESOURCES



#### EASY SUBSTANTIATION VIDEO

[www.DiscoveryBenefits.com/easysubstantiation](http://www.DiscoveryBenefits.com/easysubstantiation)



#### MOBILE APP VIDEO

[www.DiscoveryBenefits.com/mobileappvideo](http://www.DiscoveryBenefits.com/mobileappvideo)

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