

How to reimburse yourself using the BenefitWallet® member portal

If you made eligible purchases with your personal funds, you can quickly and easily reimburse yourself with the BenefitWallet member portal; see the step-by-step instructions below.

Step 1

Log in to the BenefitWallet member portal at www.mybenefitwallet.com and click **Reimburse Myself**.

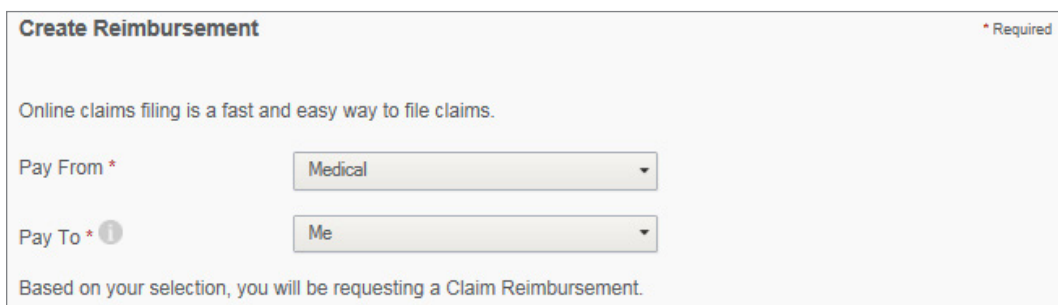
- If you need to create a User ID and Password, click **First Time User**.
- If you have forgotten your User ID, click **Forgot User ID**.



Step 2

On the **Create Reimbursement** screen:

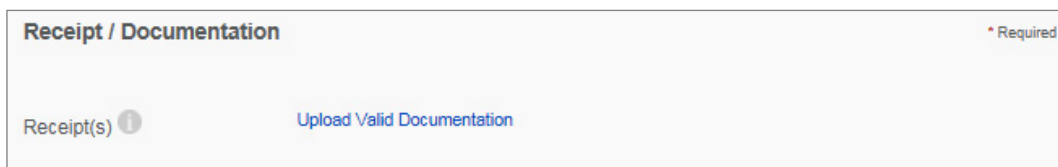
- For the **Pay From** dropdown, select **Medical**.
- For the **Pay To** dropdown, select **Me**.
- Click **Next**.

A screenshot of the 'Create Reimbursement' form. The title 'Create Reimbursement' is at the top left, and a red asterisk with the word 'Required' is at the top right. Below the title is a message: 'Online claims filing is a fast and easy way to file claims.' There are two dropdown menus: 'Pay From *' with 'Medical' selected, and 'Pay To *' with 'Me' selected. Below the dropdowns is a message: 'Based on your selection, you will be requesting a Claim Reimbursement.'

Step 3

On the next screen, you need to submit documentation to support your payment. Click **Upload Valid Documentation** and follow the prompts. Proper receipt documentation must include:

- Name of the person who incurred the service or expense
- Name and address of the provider or merchant
- Date the service or expenses was incurred
- Detailed description of the service or expense
- Amount charged for the service or expense

A screenshot of the 'Receipt / Documentation' screen. The title 'Receipt / Documentation' is at the top left, and a red asterisk with the word 'Required' is at the top right. Below the title is a message: 'Receipt(s)'. To the right of this message is a blue link that says 'Upload Valid Documentation'.

**Step
4**

For the **Claim Details** section, complete the required information and click **Next**.

Claim Details

Start Date of Service *

mm/dd/yyyy

End Date of Service

mm/dd/yyyy

Amount *

\$

Provider *

Category * ⓘ

Select a category...

Type *

Select a type...

Description

If the category is 'Other' or 'Over-the-Counter Drugs', you must provide a description.

**Step
5**

To complete the transaction, review the **Transaction Summary** and click **Submit**. You will see a confirmation that the reimbursement was successfully submitted.

Transaction Summary (1)

FROM	TO	EXPENSE	AMOUNT	APPROVED AMOUNT ⓘ		
+ Flexible Spending Account	Me	Acupuncture	\$124.00	\$124.00	Remove	Update
Total Amount			\$124.00	\$124.00		

Cancel

Save for Later

Add Another

Submit