



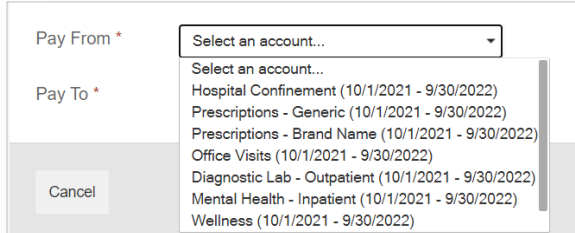
FILING CLAIMS FROM THE PRIOR PLAN YEAR

To submit a claim from the prior plan year, please follow these simple steps.

MEMBER PORTAL

1. Log onto your Member Portal and click on **File a Claim** in the **I Want To** section.
2. Scroll down to the **Pay From** drop-down menu and click on the down arrow to select the account type with the appropriate plan year to its right.

Note: Older plan years are at the bottom.



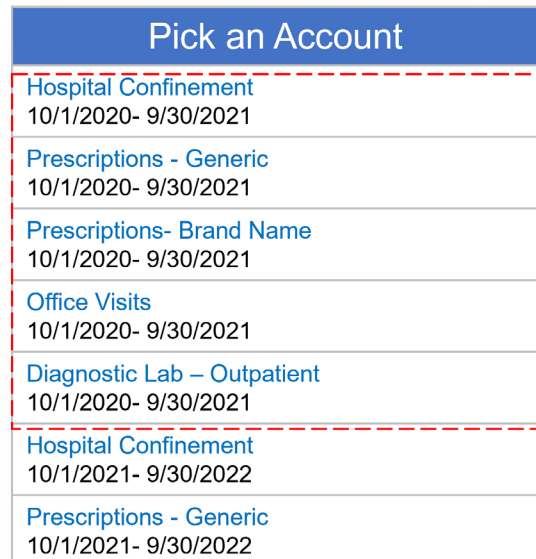
Pay From *	Select an account...
Pay To *	Select an account...
	Hospital Confinement (10/1/2021 - 9/30/2022)
	Prescriptions - Generic (10/1/2021 - 9/30/2022)
	Prescriptions - Brand Name (10/1/2021 - 9/30/2022)
	Office Visits (10/1/2021 - 9/30/2022)
	Diagnostic Lab - Outpatient (10/1/2021 - 9/30/2022)
	Mental Health - Inpatient (10/1/2021 - 9/30/2022)
	Wellness (10/1/2021 - 9/30/2022)

3. Select **"Me"** from the **Pay To** drop-down.
4. Upload valid documentation.
5. Complete the **Claim Details** section.
6. Check the box to agree to the **Terms and Conditions**.
7. Click the **Submit** button to file your claim or add an additional claim.

MOBILE APP

1. Log into the mobile app and select **File A Claim**.
2. Scroll down to select the account type with the appropriate plan year to its right.

Note: Older plan years are at the top.



Pick an Account	
Hospital Confinement	10/1/2020- 9/30/2021
Prescriptions - Generic	10/1/2020- 9/30/2021
Prescriptions- Brand Name	10/1/2020- 9/30/2021
Office Visits	10/1/2020- 9/30/2021
Diagnostic Lab – Outpatient	10/1/2020- 9/30/2021
Hospital Confinement	10/1/2021- 9/30/2022
Prescriptions - Generic	10/1/2021- 9/30/2022

3. Complete the **Details** section, including date of service and amount.
4. Scroll down and upload valid documentation.
5. Select **Add Claim** at the top right of the screen.
6. You will then be redirected to the homepage where you may file additional claims.