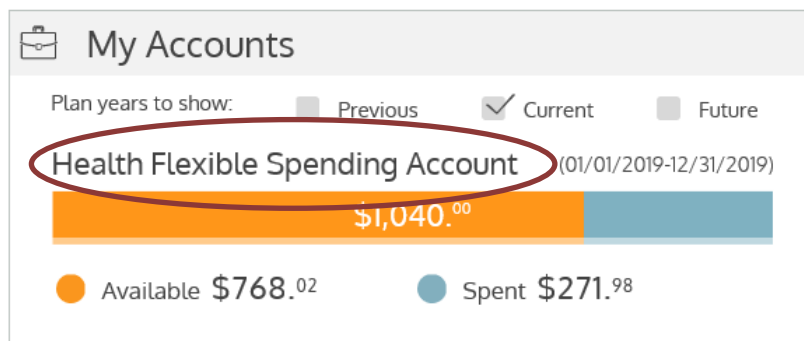# How to submit a CDH claim

Using miBenefits:
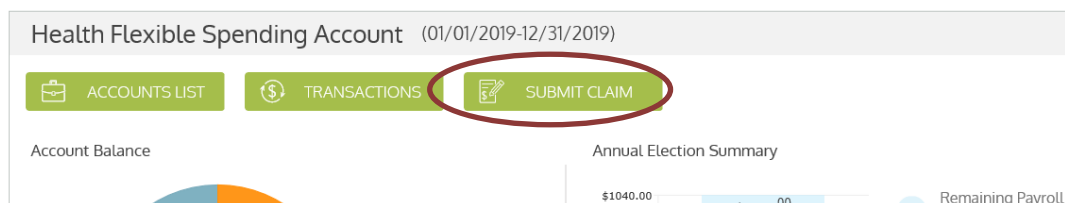
Access your miBenefits CDH account at www.ebms.com. Enter the user name and password for your miBenefits account and click "Sign in". Once logged into miBenefits, click on the orange "FSA, HSA & HRA Portal" button on the homepage.

Under "My Accounts", click on the account that you want to request reimbursement from

In the next screen, click on the green "Submit Claim" button

Populate as much information as possible in the Claim Details section of the "Add claim for immediate reimbursement" screen. The service start date, service type and claim amount are required information. Click on the blue "Next" button at the bottom of your screen.

In the Documentation section, click on "Attach Claim Receipt"

You can either "Browse" for the receipt that is saved to your computer or you can drag & drop into the box under "Add Receipt". Click on the blue "Next" button on the bottom of your screen.

A "Confirmation" screen will pop up; it shows the claim details that you entered in the previous screens. The dollar amount, claimant name, service type, service start & end dates, comments and provider name will be shown. If everything is correct, place a checkmark in the box to the right of the disclosure at the bottom of the screen to certify that the expenses you're submitting are valid and click on the blue "Submit" button at the bottom of the screen.

I certify that I have not been reimbursed by any other source, and that to the best of my knowledge, this expense is eligible for reimbursement. I additionally understand that I must submit documentation in to support my submission and in order to receive reimbursement. If I am not eligible to receive reimbursement you will receive notification of the claim determination.
By choosing Submit, you agree to the conditions for reimbursement ?

✓ SUBMIT   ✕ CANCEL

Using the EBMS CDH Mobile App:

After you get signed into the EBMS CDH Mobile App, click on "Accounts" and then click "Submit a Claim" and the following screen will appear. Fill out the service start and end dates, claimant (patient) name, provider, the provider account number (if you know it), service category code, claim amount (that you want to be reimbursed) and any comments. Click the green "Next" button. Attach your receipt, you can either take a photo of the receipt or attach a document that you already have saved to your phone and then click on the green "Preview" button. Click on the green "Submit" and you will be notified that your CDH claim has been submitted!