



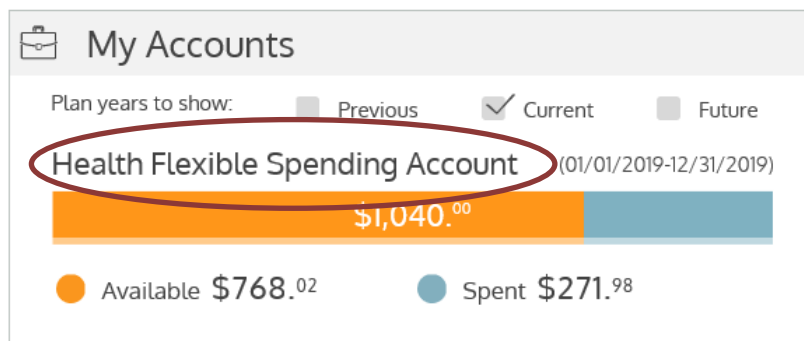
## How to submit a CDH claim

Using miBenefits:

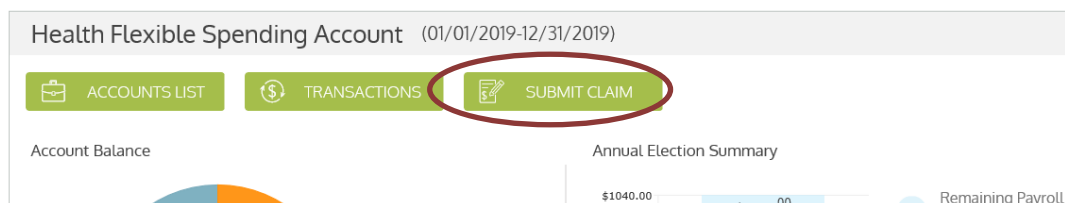
Access your miBenefits CDH account at [www.ebms.com](http://www.ebms.com). Enter the user name and password for your miBenefits account and click "Sign in". Once logged into miBenefits, click on the orange "FSA, HSA & HRA Portal" button on the homepage.



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.

The screenshot shows the 'Add claim for immediate reimbursement' screen. At the top, there is a progress bar with three steps: 'CLAIM DETAILS' (highlighted in green), 'DOCUMENTATION', and 'CONFIRMATION'. Below the progress bar, there is a 'Claim Form Instructions' section with an information icon and the text 'Please fill out the fields below and make sure to attach the proper documentation.' A red box contains a hand icon and the text: 'Get your reimbursement as quickly and securely as possible by changing your reimbursement method to Direct Deposit. Click Here to change your settings'. Below this, there is a section for 'Required Fields' with the following fields: 'Service Start Date' (calendar icon, 'select date'), 'Service End Date' (calendar icon, 'select date'), 'Claimant' (person icon, 'select claimant'), 'Service Type' (briefcase icon, dropdown menu with 'General Medical Expenses' selected), 'Claim Amount' (dollar sign icon, '\$ 0.00'), 'Provider Name' (text input), 'Account Number' (text input), and 'Comments' (text area). At the bottom, there is a blue 'NEXT' button with a checkmark icon and a grey 'CANCEL' button with an 'X' icon. The 'NEXT' button is circled in red.

In the Documentation section, click on “Attach Claim Receipt”

The screenshot shows the 'Add claim for immediate reimbursement' screen in the 'DOCUMENTATION' section. At the top, there is a progress bar with three steps: 'CLAIM DETAILS', 'DOCUMENTATION' (highlighted in green), and 'CONFIRMATION'. Below the progress bar, there is an information icon and the text 'Please Choose a Validation Method to Continue'. Below this, there is a blue button with a receipt icon and the text 'Attach Claim Receipt'. Below the button, there is a text input field with the placeholder text 'Take a photo of your receipt or attach an existing document now.' The 'Attach Claim Receipt' button is circled in red.

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.

The screenshot shows the 'Add Receipt' screen. At the top, there is a blue header with the text 'Add Receipt' and a close icon. Below the header, there is a section for 'Upload Receipt' with a text input field and a blue 'BROWSE' button. Below this, there is a large dashed box with a receipt icon and the text 'DRAG & DROP your receipts here'. At the bottom, there is a blue 'NEXT' button with a checkmark icon and a grey 'CANCEL' button with an 'X' icon. The 'NEXT' button is circled in red.

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 ?



### 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!

