

Filing a Claim

Congratulations! You are now enrolled in one of your employer's pre-tax benefit plans. Now that the plan year has started, you may begin filing claims. Claims are processed within two business days and reimbursement is issued on a daily basis. Claims can be submitted in any of the following methods:

- **Fax, mail or email:** Complete a Reimbursement Request Form and submit to Discovery Benefits (along with proper documentation):
Discovery Benefits
3216 13th Ave South, Fargo, ND 58103
Toll Free: 866.451.3399
Fax: 866.451.3245
customerservice@discoverybenefits.com
- **Online:** See instructions below:

Online Claim Filing Instructions

Step 1 Log In

- Log in at www.discoverybenefits.com
- Select Participant Login – Reimbursement Account
- Enter your log in information (for assistance with your use name and password, contact Discovery at 866.451.3399)
- You will be prompted to change your password after the initial log in

Discovery Benefits does not store or record your personal password. Please ensure your password information is kept in a secure location. If you learn of any unauthorized access, please contact Discovery Benefits immediately.

Step 2 Select the **File Claim** tab

- Select the plan for which you would like to file a claim

Step 3 Enter your claim information

- Ensure you have a valid receipt for your expenses
- Verify your claim and submit
- If you have more than one claim you'd like to file, you may choose to **Add A New Claim** from your claims basket
- The confirmation page verifies that all claims have been successfully submitted. Print the page and fax or mail it along with your receipts to Discovery Benefits to complete the process

*Dependent Care Claims: A qualified dependent is required for Dependent Care claims.
You may add dependents under the Profile section of your account.*