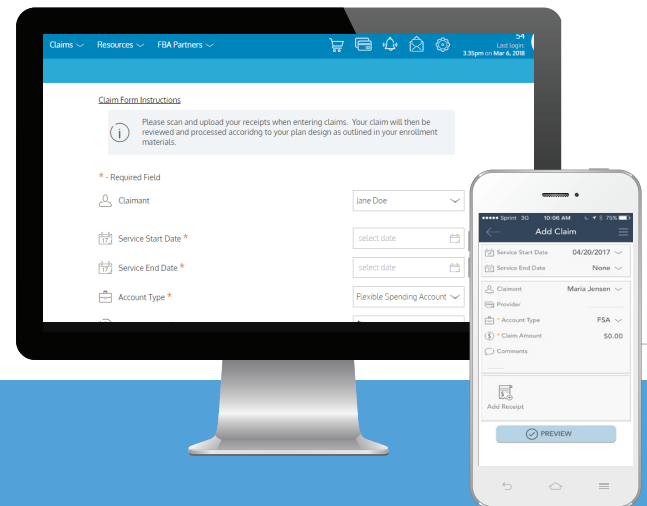




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## Follow the simple steps below to submit your claim.

- Get started by visiting <https://fba.wealthcareportal.com/> or open your mobile app and log-in to your account using your user name and password.
- Hover over **Claims** and then click **Submit Claim** on the portal or click **Claims** in the app.
- Fill in all of the information on the form including:
  - Service Dates
  - Account Type
  - Claim Amount
  - Enter the provider information if payment is to go to the provider
  - Attach a file or snap picture of your documentation.
  - Check certification box and click **OK**
- Once you have entered all of your claims, check the certification box and then click **Submit**.
- Once completed your claim will be posted immediately to your account and will be reviewed within 2-3 business days.

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If you have any questions regarding your claims submission, please contact us at 800-437-3539 or [flexdivision@flex-admin.com](mailto:flexdivision@flex-admin.com).