



How to Submit Claims Online

Login at www.ebpabenefits.com

- Select **"My EBPA Member Access"**
- Enter your Employer Name, click **"Submit"**
- Select the appropriate reimbursement account to submit claims
- Click the link above the debit card
- Click **"Participant Login"**
- Enter User Name and Password
- Select **"Request Reimbursement"** under **My Accounts** on left side
- Click **"Add New"** and enter your claim information
- Complete information requested on web page
- Upload your completed claim form with receipts
- Click **"Browse"** to upload your scanned documents
- Click **"Ok"** to submit
- Review uploaded documents before final submission
- If changes are needed click **"Edit"**, complete changes, click **"Ok"**
- Check the certification box and click **"Submit"**
- A confirmation screen will appear
- Click **"View Receipt Submittal Form"** to view the tracking number assigned to your claim
- Print and keep this receipt for your records

Please note: Upload file must be DOC, DOCX, PDF, GIF, JPG, TIFF or TIF format and must be less than 3MB in size.