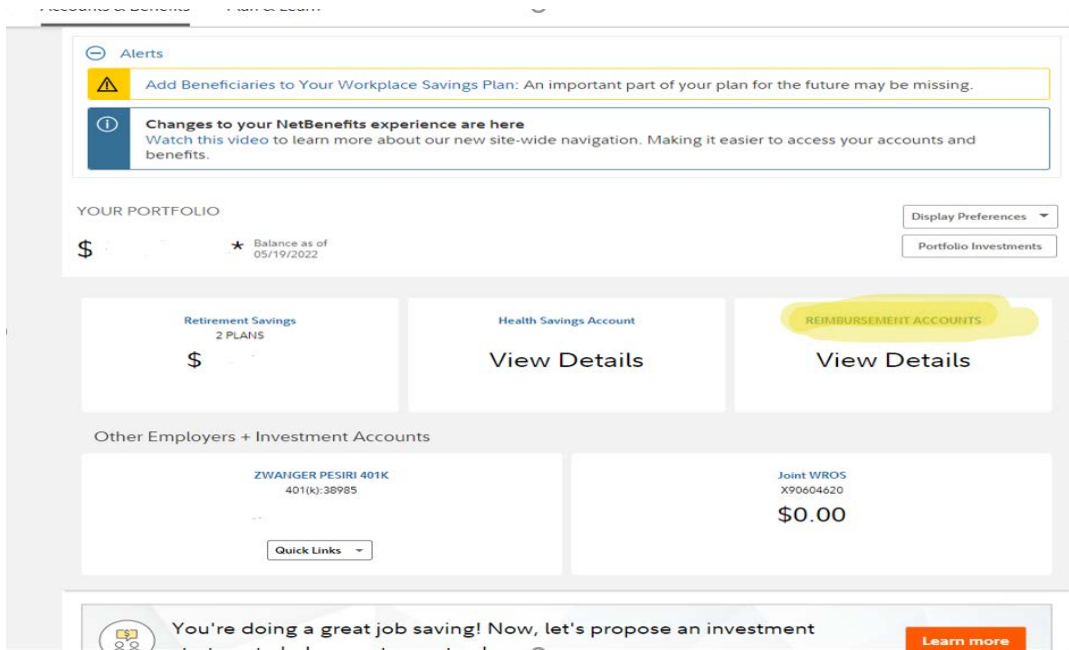
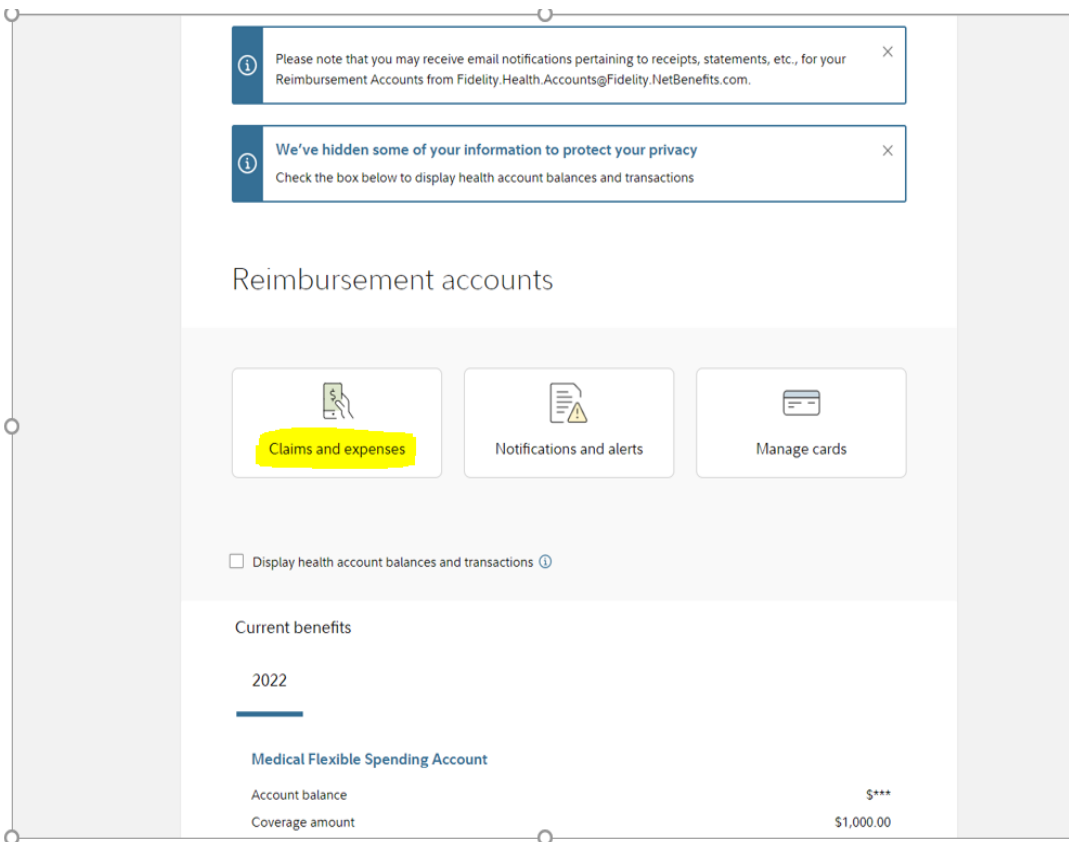


Fidelity FSA Reimbursement Submission Steps:

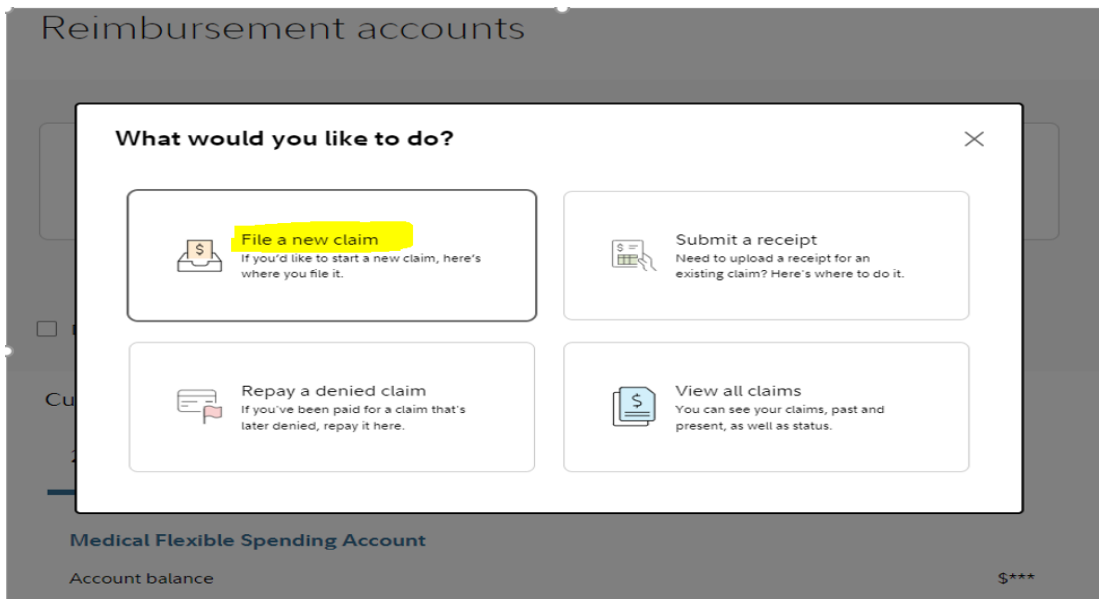
1. Log into your *NetBenefits* account and click on “Reimbursement Accounts”



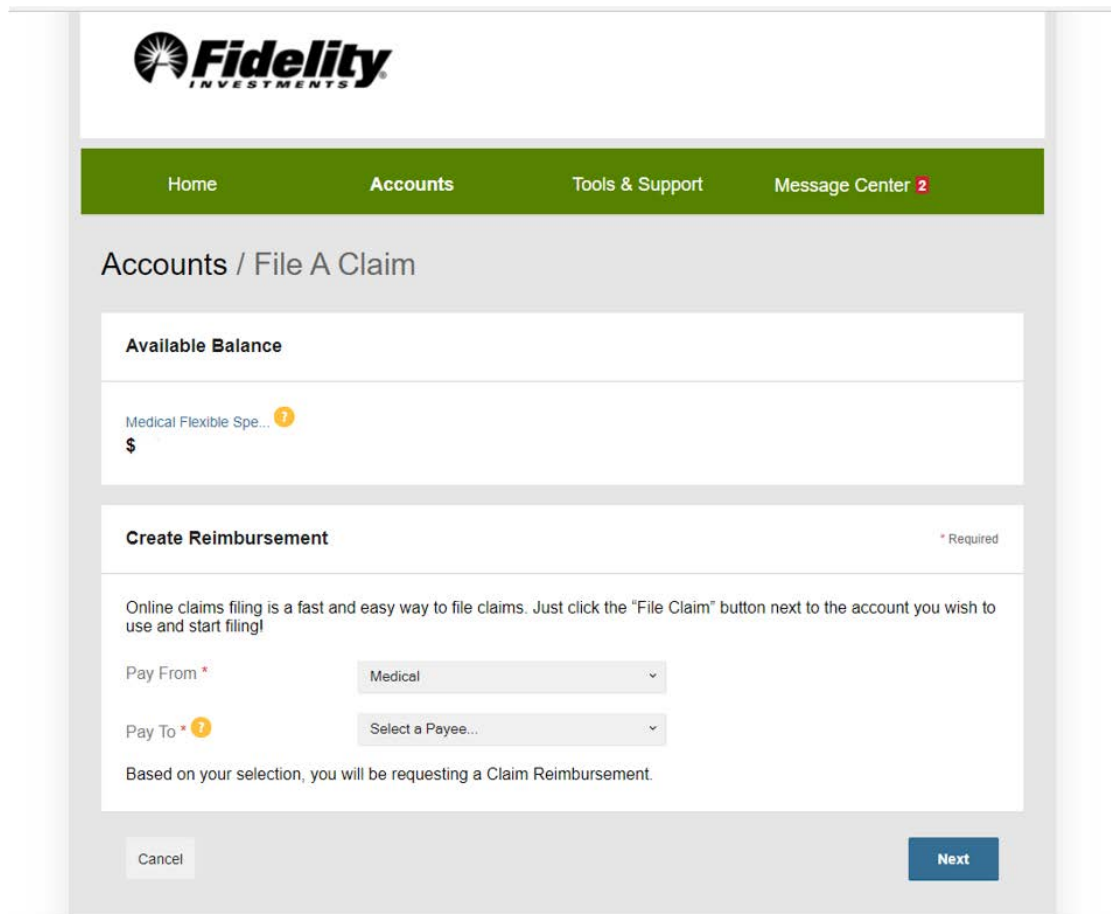
2. Select “Claims and expenses”



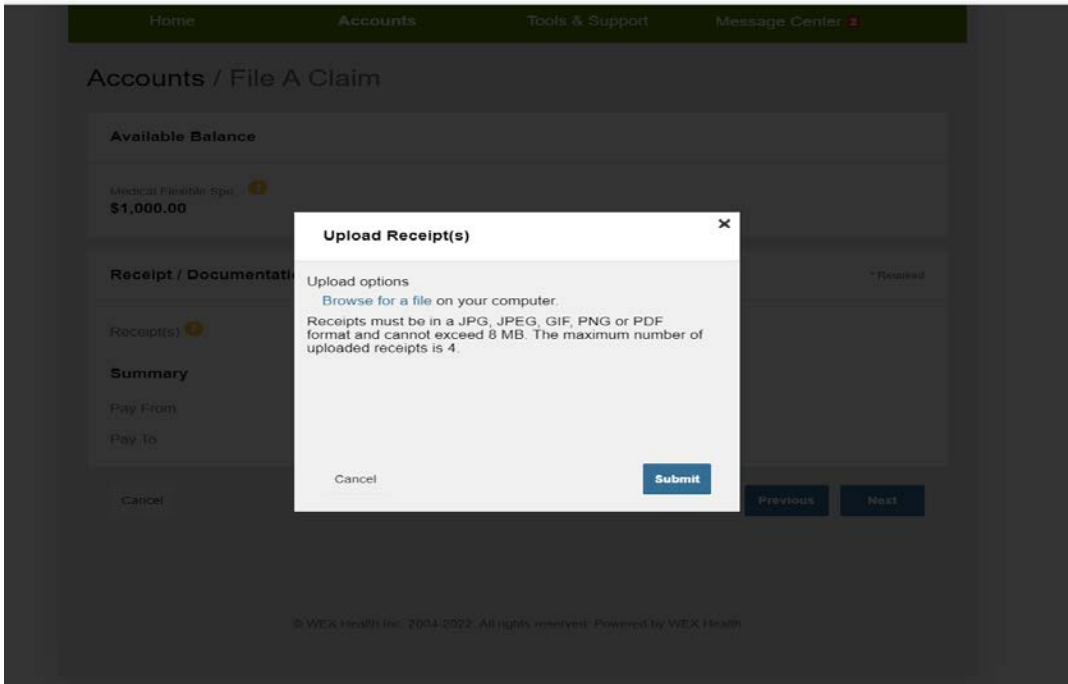
- Next, click on “File a New Claim” to begin the reimbursement process



- Select the account you wish to “Pay From” and “Pay To” then click on “Next” to continue



5. Make sure to **upload a copy of your receipt** and confirm the information displayed on the screen is correct



6. Then complete all information under **Claim Details** with an **asterisk (*)** and click "Next" to move forward.

The screenshot shows the "Claim Details" form. At the top right, there is a "* Required" indicator. The form fields are as follows:

- Start Date of Service *: mm/dd/yyyy (calendar icon)
- End Date of Service: mm/dd/yyyy (calendar icon)
- Amount *: \$ [input field]
- Provider *: [input field]
- Category *: Select a category... (dropdown menu)
- Type *: Select a type... (dropdown menu)
- Description: [text area]
- Recipient *: Self Other (dropdown menu)
- Did You Drive To Receive This Product/Service? *: Yes No

Below the form fields, there is a "Summary" section:

- Pay From: Medical
- Pay To: Me
- Documentation Uploaded: No

At the bottom of the form, there are buttons for "Cancel", "Previous", and "Next".

- Once you have reviewed your claim, check the agreement box and click on “Submit”.

Home Accounts Tools & Support Message Center 2

Accounts / Transaction Summary

Available Balance ⓘ ** Balance reflects claims not yet submitted

Medical Flexible Spe... ⓘ
\$951.30 **

Transaction Summary (1)

FROM	TO	EXPENSE	AMOUNT	APPROVED AMOUNT	
⊕ Medical Flexible Spending Account	Me	Medical Deductible	\$48.70	\$48.70	Remove Update
Total Amount			\$48.70	\$48.70	

Claims Terms and Conditions ✔ Agreed ^

I have read, understand, and agree to the Terms and Conditions.

Cancel Save for Later Add Another Submit

- Review the Transaction Confirmation notice to ensure it was successfully submitted

Home Accounts Tools & Support Message Center 2

Accounts / Transaction Confirmation

Available Balance ⓘ

Medical Flexible Spe... ⓘ
\$951.30

Confirmation Print Confirmation

Please click the "Receipts Needed" link below and upload your receipt(s).

Successfully Submitted

FROM	TO	AMOUNT	APPROVED AMOUNT	RECEIPT STATUS
⊕ Medical Flexible Spending Account	Me	\$48.70	\$48.70	Uploaded(1) Upload another Receipt
TOTAL APPROVED AMOUNT			\$48.70	

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