



How to Submit Claim Substantiation Online

Login at www.ebpabenefits.com

- Click on **Member Access**.
- Enter your Employer Name, click **“Search”**, then click on the employer link.
- Select the appropriate reimbursement account to submit substantiation.
- Log into the **“EBPA WealthCare Portal”** with your user name and password.
- If you do not have a user name and password, you will need to register for a login.
- Select **“Transactions”** under **Accounts**.
- Check **Pending/Processing box**, then click **“Add Receipt”** next to the pending transaction.
- Scan itemized receipt(s) and upload using the **“Browse”** button.
- Click **“Submit”** to submit receipt.

A screenshot of the EBPA Transactions interface. At the top, there is a red header bar with the word "Transactions" in white. Below this, there are three dropdown menus for "Year" (set to 2020), "Plan" (set to All), and "Type" (set to All). To the right of these is a red button with a white icon of a document and the text "EXPORT TO EXCEL". Below the filters, there is a text prompt "Which transactions do you want to see? Select here" followed by a dropdown arrow. Underneath, there are four colored checkboxes: a green one for "Approved/Posted", a checked green one for "Pending/Processing", a green one for "Authorized", and an orange one for "Denied". To the right of these are two links: "SEARCH FOR TRANSACTIONS" with a magnifying glass icon and "PRINT TRANSACTIONS" with a printer icon. The main content area shows a single transaction row with a light gray background. It starts with the amount "(\$558.⁰⁷)" in bold. To its right, the text "Flexible Spending Account - 10804FSA Pending" is displayed. Further right, it says "Card LENSRAFTERS 0208". To the right of that is the date "Jan 1, 2020". On the far right of the row, there is a red button labeled "ADD RECEIPT" and a small icon of a document with a plus sign.

- When completed, the receipt icon will appear next to the **“Add Receipt”** button with the number of receipts added to the transaction.
- Providing your receipt meets the proper requirements, your transaction will be approved within 72 hours.
- To exit the Debit Card system, click **“log out”**
- **Please note:** Upload file must be DOC, DOCX, PDF, GIF, JPG, TIFF or TIF format and must be less than 10MB in size.