How to Submit FSA Claims Online

- Visit https://www.ebpabenefits.com/groupsearch

- Enter your Employer Name and click "**Search**"
- Then, click on the **employer** link in red.
- Select the appropriate reimbursement account **tile** to submit claims.
- Log into the **"EBPA WealthCare Portal"** with your username and password.
- If you do not have a username and password, you will need to register for a login.
- Select "**Submit a Claim for Reimbursement**" under **Claims.**
- Follow the Instructions on the screen, fill in the requested information then click next.
- The next screen allows you to choose a **Validation Method** such as uploading a receipt to substantiate your claim, having your provider certify the claim with an electronic signature on your device to avoid sending a receipt, or to submit your claim without validation, knowing a receipt may be required for claim approval.
- After the validation method is complete on the next screen, check the certification box and click **"Submit".**
- On the next screen, you can "**Submit Another Claim", "Open Claims List", or "Print A Claim Form"** which is your Claim Receipt Submittal Form for the expense you just submitted. Include this form if you want to fax your receipt(s) for the expense to 603773-4415.

Please note: Upload documents (receipts) must be DOC, DOCX, PDF, GIF, JPG, TIFF or TIF format and must be no more than 10MB in size.