



How to Submit Claims 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 claims.
- 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 "**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 603-773-4415.

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.