Guide to Filing Claims

Online
Step 1: Log In
  o Log in at www.discoverybenefits.com
  o Select Reimbursement Account (Employer Sponsored Plans)
  o Enter your login information
    (For assistance with your username and password, contact Participant Services at 866.451.3399)

Step 2: Select File Claims in the ACCOUNTS tab
  o Select the plan for which you would like to file a claim

Step 3: Enter your claim information but before you select Add Claim, click on Upload Receipt.

Step 4: You will be prompted to upload supporting documentation. Browse your documents and select the correct attachment. Once the documentation is attached, select Upload.

Step 5: Select Add Claim, agree to the Terms and Conditions, and select Submit.

Step 6: Once uploaded, you will receive a confirmation that your claim was submitted and you will see the receipt status of Uploaded for that claim.

Fax or Mail
In order to file a claim via mail or fax please submit a Reimbursement Request Form with supporting documentation. The Reimbursement Request Form can be found on our website under Participant Forms.