

# HOW DO I FILE A CLAIM?

Filing a claim is easy.

To complete the claim form online:

- 1 Log into [www.Benefitsoft.com](http://www.Benefitsoft.com)
- 2 Click the link to your Flexible Spending Plan
- 3 Select the "Request Payment" and follow the instructions

**MyFlexOnline** [Log Out](#)

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**Create Claim**

Please enter line detail for the first item and then click **Add An Item**. Your claim items will then be displayed. To add multiple items, continue to enter line detail and click **Add An Item**.

Claim Type	Start mm/dd/yy	End mm/dd/yy	Description	Amount	Dependent
Select...				\$	

[ADD AN ITEM](#)

**Detailed Instructions**

Step 1: Select a claim type from the drop down list, enter start date of service, end date of service, description of service and amount. Please note: dates of service are the dates the service occurred, not when paid. If this is for dependent care, please enter the dependent's name.

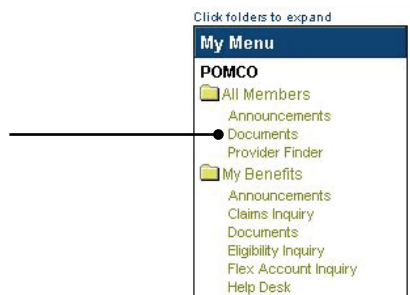
Step 2: Click **Add an Item**.

Step 3: Enter additional lines by repeating Step 1 and Step 2. Please enter an individual line for each item purchased.

Step 4: When finished entering items, click **View Form**.

To complete a paper form:

- 1 Log into [www.Benefitsoft.com](http://www.Benefitsoft.com)
- 2 Click Documents under All Members



- 3 Print the form for the type of payment you are requesting and follow the directions on the form.

**Mail Claim To:**  
POMCO Group, Inc.  
2425 James Street, Suite A  
Syracuse, New York 13206

**Fax Claim To:**  
315-703-4880

**Customer Service:**  
1-800-836-1878

**Web Address:**  
[www.Benefitsoft.com](http://www.Benefitsoft.com)