

# Filing Your Claim

## Fast, Easy, & Secure Filing You Can Count On

Safely submit and access your claim information and get reimbursed from:

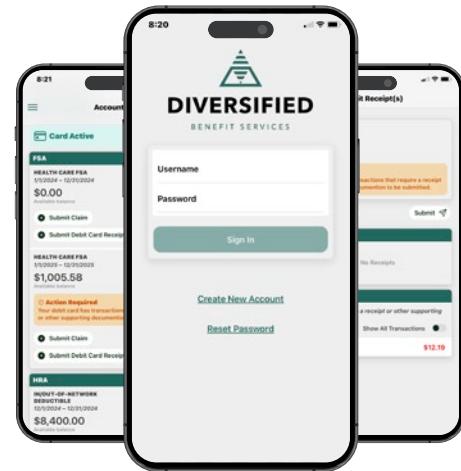
- Health Care FSA (HCFSA)
- Dependent Care FSA (DCFSA)
- Limited Purpose FSA (LPFSA)
- Health Reimbursement Arrangement (HRA)



### Secure Claim Filing Designed for Simplicity

Filing your claim has never been easier! Use our mobile app or online platform to efficiently file your claims.

- **It's Fast** – There's no quicker way to get reimbursed for your FSA or HRA claims.
- **It's Convenient** – Day or night, on your favorite device, go online and view account information.
- **It's Safe** – You have encrypted Internet access to the site, which is protected and Verisign secured.
- **It's Comprehensive** – Easily view your account balance and activity on the go.



### File Your Claim From Your Phone or Tablet

Using the Diversified Benefit Services Mobile App to Submit Your Claims 24/7

1. Login using your A.S.A.P.® name and password, click "**Submit Claim**"
2. Click "**Attach Document(s)**"
3. Select the **Benefit Plan Type**
4. Choose "**From Photos**" or "**Take Picture**", follow prompts, and click "**Next**"
5. Enter dollar amount, answer questions, and click "**Submit**"



Download Our Mobile App Today!



### Alternative Ways To File Your Claim

**File a Claim Online Using Your Laptop or Desktop Computer** – Securely submit your claims 24/7 through the Diversified Benefit Services Online Platform. Login to your account at [DBSbenefits.com](http://DBSbenefits.com)

#### Mail Your Claim

Diversified Benefit Services  
625 Walnut Ridge Drive, Suite 190  
Hartland, WI 53029

Or, Fax to (262) 367-5938