How to make payments

Enter payment information

- To initiate payments, go to *Payments & Reimbursements* to get started.

- Under *Create a New Claim* select *Create a New Payment to Provider*. Click on *Create a New Claim* and select the date of service.

  If you have any other claims with the same date, you will see a list of those claims. If none of those claims match the new claim you are creating, select *None of these expenses match* and *Continue*.

> **Quick tip:** After submitting the payment, select *Set claim to repeat on a schedule* from the *I want to...* menu to set recurring payments.

- Enter your payment or claim details, which include the amount and date along with your preferred method of payment. To add a new payee, select *Add New Payee*.

- Enter the information and click *Save*.

> **Quick tip:** To electronically reimburse yourself, select *Create a New Reimbursement* from the *Payments & Reimbursements* page. You may add or edit direct deposit information by editing the *Pay To* information.

Upload and save documentation (optional)

- Review your submission and continue.

- Upload documentation, if you choose to save your receipts online, or select *No Thanks* and continue to the next step.

- You may add receipt images to paid claims by going to *My Submitted Claims*, selecting the claim and clicking *Upload Documentation.*

Receive confirmation

Once you've submitted your payment, you will see a confirmation screen, confirming the success of your payment.

> **Quick tip:** If you want this claim to reoccur, select *Set Claim to repeat on a Schedule.*

For more information, contact the BenefitWallet Service Center at 866-229-6069.