



## TexFlex Online Claim Submission User Guide

To submit a claim online, visit [www.TexFlexERS.com](http://www.TexFlexERS.com) and log in to your TexFlex account by selecting the **Login/Register** button. You'll need to register your account if you haven't already done so. Submitting your claims online is quick and easy, just follow the instructions below.

Log into your TexFlex account and select **Submit a Claim** from the menu.

### TYPE OF CLAIM

Select the type of claim. You may see the following options depending on which accounts you are enrolled in:

- Health Care Claim
- Dependent Care Claim
- Limited FSA Claim
- Parking CSA Claim

### CLAIM DETAILS

Select the type of claim from the drop down box and complete these fields:

- Dates of Service
- Claim Amount
- Provider Name
- Benefit Recipient (your name)

Read the terms and conditions message in the box and select the "I CERTIFY THAT..." box.

(continued)

**IMPORTANT!** Images of your documentation must be in PDF, .TIF or .JPG format. Save the images to a convenient location on your computer, such as your desktop.

## UPLOADING DOCUMENTATION

Select **Find Receipt** and upload to provide documentation for your claim.

Select **Submit Claim**.

Claim Processing  
Fax: 1-866-643-2279

**FSA Store**  
THE FLEXIBLE SPENDING ACCOUNT SITE

Enter Claim Details and Save Claim

SELECT TYPE: General Medical

FROM DATES OF SERVICE: 09/13/2016 TO DATES OF SERVICE: 09/13/2016

CLAIM AMOUNT: 5.00 PROVIDER NAME: Dr. Smith

BENEFIT RECIPIENT: John Doe

Upload Receipt

**FIND RECEIPT**

**SUBMIT CLAIM** CANCEL

When your claim is submitted, you will see a message that says the upload was successful.

You have the option to submit another claim.

Claims are typically reviewed and paid within 5 - 7 business days. If your claim is approved, your payment will be released.

You may login and review the status of your claim after it is submitted. TexFlex will notify you if your claim is paid or requires other documentation.

TEXFLEX

Spending Accounts

Submit a claim

YOU SUBMIT CLAIM WE REVIEW CLAIM YOU GET PAID

We have successfully received your claim. Based upon our review we will determine if your claim is eligible to be paid. Be on the look out for an alert when it has been paid or if for any reason we need additional information from you.

Want to get paid faster? Direct Deposit is the fastest way for you to get access to your spending account funds. Sign Up for Direct Deposit Now! CLICK HERE

CLAIM ID	SOURCE	TYPE	DATE	REQUESTED	PAID
018369437008	Online	Health Care	9/14/2016	\$5.00	\$0.00

**SUBMIT ANOTHER CLAIM**