

# HOW TO GUIDE MANAGING YOUR CLAIMS



## FILE YOUR CLAIM **ONLINE**

One of the easiest ways to submit your claim for reimbursement is by completing our online claim form at [www.NueSynergy.com](http://www.NueSynergy.com). Once your claim is processed an email notification will be sent to your email address on file confirming approval or requesting additional documentation.

## Participant Portal



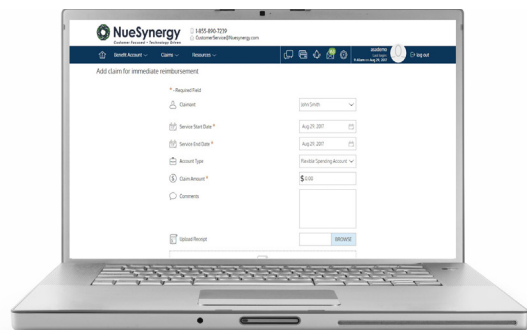
### **STEP 1**

- Go to [www.NueSynergy.com](http://www.NueSynergy.com)
- Log-in to your online account
- Click claims
- Select add claim for immediate reimbursement or
- Add claim for future reimbursement



### **STEP 2**

- Enter your claim detail
- Drag and drop, or upload your scanned receipts
- Read certification statement
- Click box to agree
- Click submit





Filing a claim with the free NueSynergy mobile app is fast and easy. Once your claim is processed, an email notification will be sent to your email address on file confirming approval or requesting additional documentation.

## Mobile App



### STEP 1

- Log-in to the NueSynergy Mobile App
- Click claims
- Select add claim for immediate reimbursement or
- Add claim for future reimbursement



### STEP 2

- Take photo of receipt and upload
- Select preview after taking your photo
- Select submit if all information is correct
- Accept the disclosure



## FILE A PAPER CLAIM

You can download a copy by going to [www.NueSynergy.com](http://www.NueSynergy.com).  
You can also [click here](#) to download a copy.

Claims can be faxed or emailed to NueSynergy at:  
Fax: 855.890.7238 | Email: [customerservice@NueSynergy.com](mailto:customerservice@NueSynergy.com)