

## How to submit Health and Dental Premium using your Healthcare Spending Account





## Follow these steps:

Step 1: Save a copy of your premium payment statement to your desktop to upload with your claim. Step 2: Log in to GroupNet for Plan Members or My Canada Life at Work. select Benefit cards & forms → Select Claim tab. under the Claim forms section, locate the Health Claim Form. GroupNet Benefit cards Claim Prior authorization Administrative for plan members Home Claim forms Coverage & balances Make a claim Before you fill out a form There could be delays in processing claim forms and documents. Have you checked if you can submit your Claim history Select Make a claim to learn more. Benefit cards & forms Find a provider PDF Dental Claim Form MORE Help with this form ☑ Profile Health Claim Form PDF Help centre Step 3: Download Benefits to be paid from: the *Health* **Healthcare Expenses Statement** Healthcare Plan Only
Healthcare Spending Account Only Claim form With Healthcare Spending Account and INSTRUCTIONS Both complete 1. Complete page 1 and 2 of this form in full. All claims under this group benefits plan are submitted through the plan member. We may exchange personal information about 2. Sign and date the form. details. 3. Please retain copies for your files as original receipts will not be returned. claims with the plan member and a person acting on their behalf when necessary to confirm eligibility and to mutually manage Send to the appropriate Benefit Payment Office for your plan. See PART 9. Select "Healthcare Spending account only"





Step 4: Save the completed form to your desktop or files. Step 5: Select Make a claim  $\rightarrow$  to start a Paper Claim, select "start other claim" (image below) to submit your claim with the claim form you completed and saved. GroupNet for plan members Home Coverage & balances Other claims Make a claim Fill out a form for these claims. Allow extra time for processing. Out of country Claim history Medical travel Benefit cards & forms Wellness/Lifestyle accounts · Life and accidental death and dismemberment Find a provider Estimates of what we'll cover (predeterminations) Health, dental, drug and HCSA claims that can't be submitted online. MORE Profile Start other claim Help centre

Step 6: Select category, choose the following from the drop downs (Image below)

## Submission type is:

Other health, dental and drug claims and HSCA claims

## Plan:

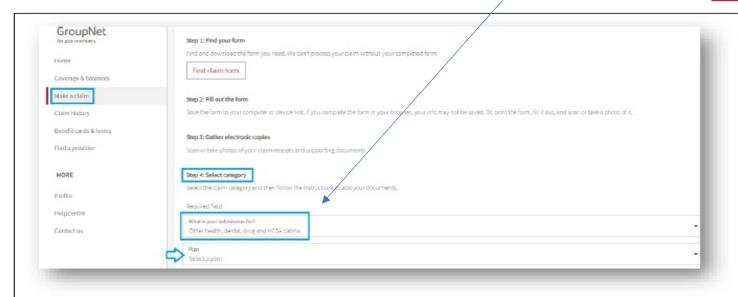
Health, Drugs, Vision & Dental



What is your submission for?

Other health, dental, drug and HCSA claims





Step 7: Select Add documents to upload your completed claim form and your premium payment statement.

Step 8: Select Submit – a notification will appear confirming your documents were successfully received.



\*\* After submission, the Healthcare Spending Account Claim will not show up in your online claims history until the claim has been completed and processed by Canada Life.\*\*