



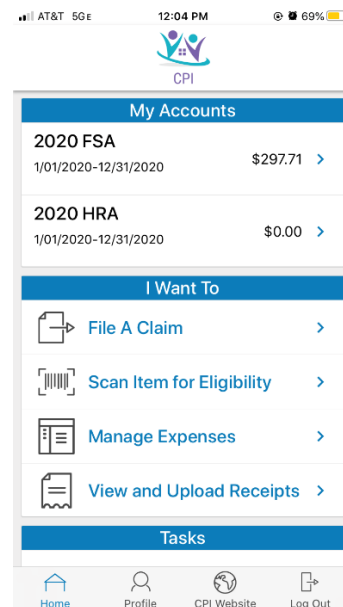
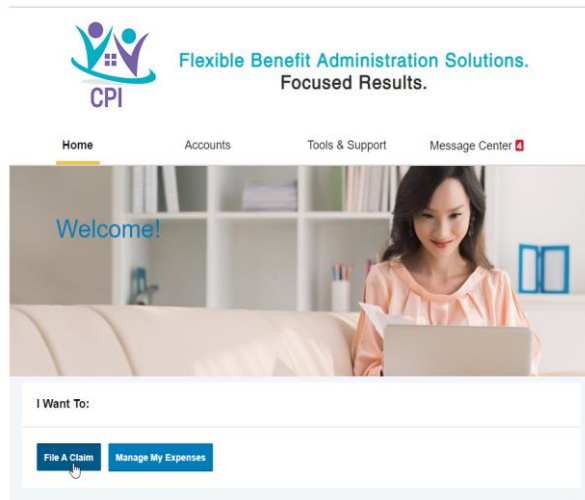
CPI Mobile App and Member Portal

Mobile App and Member Portal

HOW DO I FILE A CLAIM AND UPLOAD A RECEIPT?

1. On the **Home Page**, you may simply select the **“File a Claim”** under the **“I want to...”** section.
2. The claim filing wizard will walk you through the request including entry of information, payee details and uploading a receipt.
3. For submitting more than one claim, click **Add Another**, from the **Transaction Summary** page.
4. When all claims are entered in the **Transaction Summary**, agree to the terms and conditions click **Submit** to send the claims for processing.
5. The **Claim Confirmation** page displays. You may print the **Claim Confirmation Form** as a record of your submission. If you did not upload a receipt, you can upload the receipt from this screen or print a **Claim Confirmation Form** to submit to the administrator with the required receipts.

NOTE: If you see a **Receipts Needed** link in the Tasks/Message Center section of your Home Page, click on it. You will be taken to the **Claims** page where you can see the claims that require documentation. You can easily upload the receipts from this page.



Mobile App Features

- View in-app messages and text alerts that provide instant notifications about your account(s)
- Link to an external web page to obtain helpful information such as a list of eligible expenses
- Retrieve a lost username or password
- Use your device of choice – including Apple® and Android™-powered smartphones
- Submit claims for medical and dependent care FSA, HRA, VEBA, transportation, tuition and premium reimbursement plans
- Snap a photo of a receipt and submit with a new or existing claim, or store in your camera roll for claim filing
- Use the Eligible Expense Scanner to scan items to determine if they are qualified medical expenses before you get to the checkout lanes.
- Access your account funds to pay yourself or someone else such as doctor
- Enter and view expense information and receipts
- Report a debit card as lost or stolen

Use the QR code below for easy Mobile App download!

