



**Convenient
claims filing
online,
by phone
or fax.**



FLEXIBLE SPENDING ACCOUNTS

Claim Filing Instructions

If you are unable to use your take care[®] Visa[®] debit card, or prefer not to use your card, you may submit claims online, mail a claim request or fax it. Please follow the instructions below to submit a claim:

To submit a claim online:

1. Log onto benefitsoft.com
2. Click the link to your flexible spending plan
3. Select the "Request Payment" and follow the instructions

To complete a paper form or an electronic form:

1. Log onto benefitsoft.com
2. Select "Documents" under All Members
3. Print the form for the type of payment you are requesting and follow the directions on the form

To mail a claim:

1. Complete a paper form
2. Gather all receipts for qualified expenses
3. Mail all to:
POMCO Group
2425 James Street, Suite A
Syracuse, NY 13206

To fax a claim:

1. Complete a paper form
2. Gather all receipts for qualified expenses
3. Fax all to: 315.703.4880

For more information: benefitsoft.com • 800.836.1878