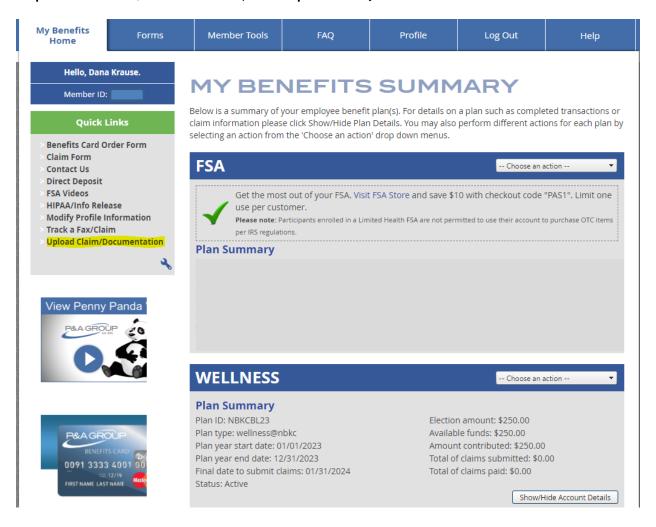
SUBMITTING A CLAIM - Medical FSA or Dependent Care FSA

Step 1: Log into your P&A Group Portal or the P&A App

Step 2: Under the Quick Links Section, select Upload Claim/Documentation



Step 3: Choose New Claim

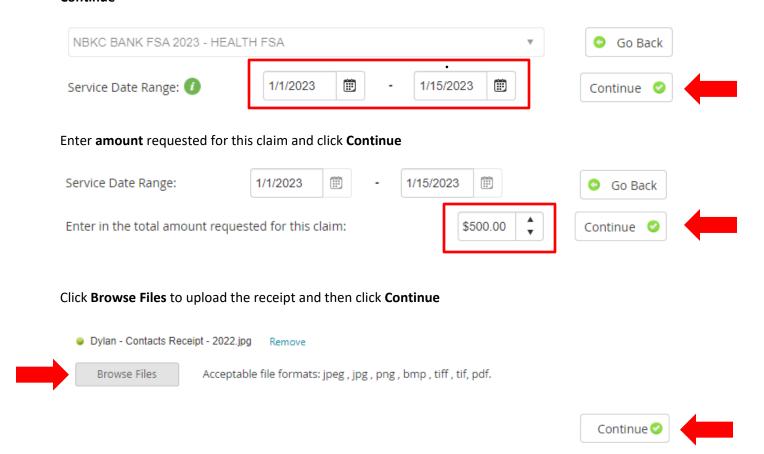
SELECT UPLOAD TYPE



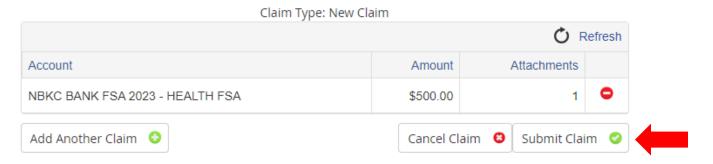
Step 4: Choose the appropriate plan (Health FSA or Dependent Care Account)



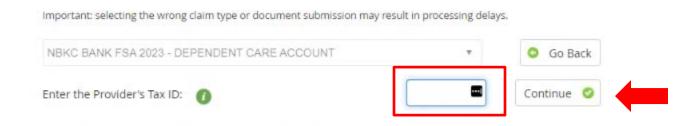
Step 5: For **Health FSA Claims**, enter Service Date Range (the date(s) you incurred the expense and click **Continue**



If you have any other claims to add, choose Add Another Claim. If not, click Submit Claim.



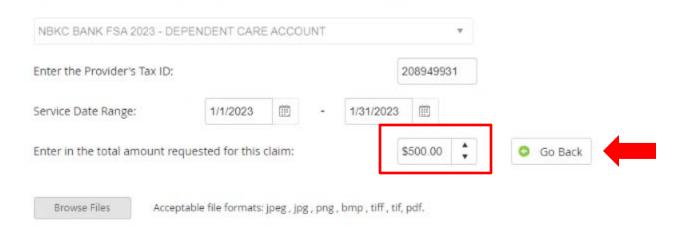
For **Dependent Care Claims**, enter Providers Tax ID and click **Continue**



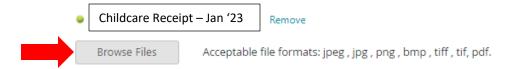
Enter Service Date Range (the date(s) you paid for childcare and click Continue



Enter amount of claim and click Continue



Click Browse Files to upload the receipt and then click Continue





Step 8: If you have any other claims to add, choose **Add Another Claim**. If not, click **Submit Claim**.

UPLOAD SUMMARY

The items below are ready to be submitted as a claim. If this is the only item you are submitting for reimbursement, please click "**Submit Claim**". You can also add additional claims to this submission by clicking "**Add Another Claim**" or delete a claim from this submission using the \bigcirc icon.

Claim Type: New Claim

Refresh

Account

Amount

Attachments

NBKC BANK FSA 2023 – DEPENDENT CARE ACCOUNT

\$250.00

1

Cancel Claim

Submit Claim