

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**

The screenshot shows the 'My Benefits Home' page. The top navigation bar includes 'Forms', 'Member Tools', 'FAQ', 'Profile', 'Log Out', and 'Help'. The user is logged in as Dana Krause. The 'Quick Links' section on the left lists various options, with 'Upload Claim/Documentation' highlighted in yellow. The main content area is titled 'MY BENEFITS SUMMARY' and includes a summary of the employee benefit plan. Below this, there are sections for 'FSA' and 'WELLNESS'. The 'FSA' section has a dropdown menu set to '-- Choose an action --' and a message about using the FSA Store. The 'WELLNESS' section also has a dropdown menu set to '-- Choose an action --' and a 'Plan Summary' table. The 'Plan Summary' table lists details for the NBKC Bank FSA 2023 - Health FSA, including the plan ID, type, start and end dates, and election amount. A 'Show/Hide Account Details' button is located at the bottom right of the 'WELLNESS' section.

My Benefits Home

Forms Member Tools FAQ Profile Log Out Help

Hello, Dana Krause.

Member ID: [REDACTED]

Quick Links

- > Benefits Card Order Form
- > Claim Form
- > Contact Us
- > Direct Deposit
- > FSA Videos
- > HIPAA/Info Release
- > Modify Profile Information
- > Track a Fax/Claim
- Upload Claim/Documentation**

View Penny Panda

WELLNESS

-- Choose an action --

Plan Summary

Plan ID: NBKCBL23	Election amount: \$250.00
Plan type: wellness@nbkc	Available funds: \$250.00
Plan year start date: 01/01/2023	Amount contributed: \$250.00
Plan year end date: 12/31/2023	Total of claims submitted: \$0.00
Final date to submit claims: 01/31/2024	Total of claims paid: \$0.00
Status: Active	

Show/Hide Account Details

Step 3: Choose New Claim

SELECT UPLOAD TYPE

New Claim Claim Response Debit Card Documentation

Important: selecting the wrong claim type or document submission may result in processing delays.

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

NBKC BANK FSA 2023 - HEALTH FSA

NBKC BANK FSA 2023 - DEPENDENT CARE ACCOUNT

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

NBKC BANK FSA 2023 - HEALTH FSA

Service Date Range: 1/1/2023 - 1/15/2023

[Go Back](#) [Continue](#)

Enter **amount** requested for this claim and click **Continue**

Service Date Range: 1/1/2023 - 1/15/2023

Enter in the total amount requested for this claim: \$500.00

[Go Back](#) [Continue](#)

Click **Browse Files** to upload the receipt and then click **Continue**

Dylan - Contacts Receipt - 2022.jpg [Remove](#)

[Browse Files](#)

Acceptable file formats: jpeg , jpg , png , bmp , tiff , tif , pdf.

[Continue](#)

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

Claim Type: New Claim

Refresh			
Account	Amount	Attachments	
NBKC BANK FSA 2023 - HEALTH FSA	\$500.00	1	-

[Add Another Claim](#)

[Cancel Claim](#)

[Submit Claim](#)

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

Important: selecting the wrong claim type or document submission may result in processing delays.

NBKC BANK FSA 2023 - DEPENDENT CARE ACCOUNT

Go Back

Enter the Provider's Tax ID:

Continue

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

Enter the Provider's Tax ID:

208949931

Go Back

Service Date Range:

1/1/2023



-

1/31/2023



Continue

Enter amount of claim and click **Continue**

NBKC BANK FSA 2023 - DEPENDENT CARE ACCOUNT

Enter the Provider's Tax ID:

208949931

Service Date Range:

1/1/2023



-

1/31/2023



Enter in the total amount requested for this claim:

\$500.00



Go Back

Browse Files

Acceptable file formats: jpeg , jpg , png , bmp , tiff , tif , pdf.

Click **Browse Files** to upload the receipt and then click **Continue**



Childcare Receipt – Jan '23

Remove

Browse Files

Acceptable file formats: jpeg , jpg , png , bmp , tiff , tif , pdf.

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  icon.

Claim Type: New Claim

 Refresh			
Account	Amount	Attachments	
NBKC BANK FSA 2023 – DEPENDENT CARE ACCOUNT	\$250.00	1	

Add Another Claim 

Cancel Claim 

Submit Claim 