

HOW TO GUIDE MANAGING YOUR CLAIMS



FILE YOUR CLAIM **ONLINE**

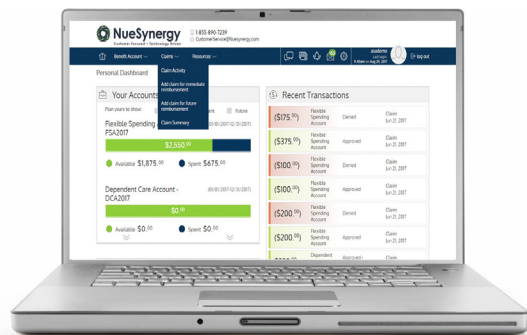
One of the easiest ways to submit your claim for reimbursement is by completing our online claim form at www.NueAccount.com/Home. Once your claim is processed an email notification will be sent to your email address on file confirming approval or requesting additional documentation.

Participant Portal



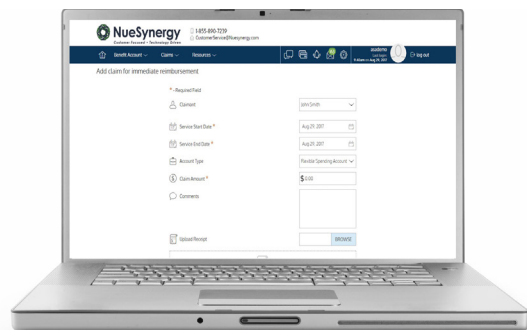
STEP 1

- Go to www.NueAccount.com/Home
- Log-in to your online account
- Click claims
- Select add claim for immediate reimbursement or
- Add claim for future reimbursement



STEP 2

- Enter your claim detail
- Drag and drop, or upload your scanned receipts
- Read certification statement
- Click box to agree
- Click submit





Filing a claim with the free NueAccount mobile app is fast and easy. Once your claim is processed, an email notification will be sent to your email address on file confirming approval or requesting additional documentation.

Mobile App



STEP 1

- Log-in to the NueAccount Mobile App
- Click claims
- Select add claim for immediate reimbursement or
- Add claim for future reimbursement



STEP 2

- Take photo of receipt and upload
- Select preview after taking your photo
- Select submit if all information is correct
- Accept the disclosure



FILE A PAPER CLAIM

You can download a copy by going to www.NueAccount.com/Home.

Claims can be faxed or emailed to NueSynergy at:
Fax: 844.560.6752 | Email: MemberSupport@NueSynergy.com