

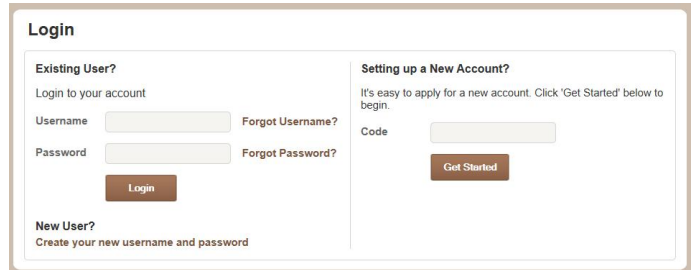
HOW TO...File a claim online

Goldleaf Partners allows for claims to be filed a variety of ways, including online in your consumer portal. First, you must log into your Consumer Portal. To log in, visit www.goldleafpartners.com. In the upper right-hand corner hover over Select an Account to Log In. Under Benefits – HSA, HRA, and FSA, select Participant Login. Enter your username and password. If it is your first time accessing the site, please use the following credentials:

First-Time Users

Please use the following information to log into your account as an existing user.

- **Username:** the first initial of your first name + your entire last name + the last four digits of your social security number. Example: jsmith6789
- **Password:** case sensitive, the last five digits of your social security number + goldleaf. Example: 56789goldleaf
- Select *Login*

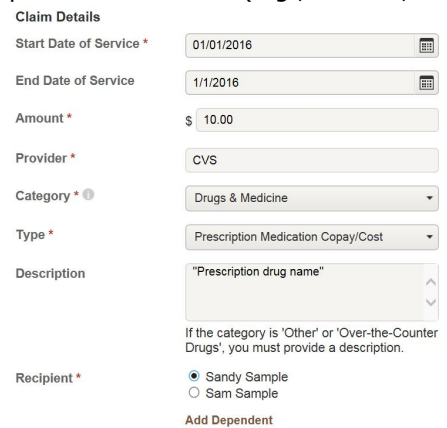


File a Claim:

1. To start, select I want to... File A Claim on the left-hand side of your home screen.
2. Create your reimbursement by selecting which plan you would like to pull the funds from (e.g., Medical, Dependent Care).

Note: At this point, you may upload a copy of your itemized receipt(s) (in a PDF, JPG, or GIF format) if available. You may also upload after you successfully submit your claim, or submit your receipt via email, fax, or mail.

3. Next, you will enter the claim details into the fields provided. It is best if you have your itemized receipt accessible to be sure to enter the correct information.
4. The transaction summary will show you the details of the claim entered. At this point you will be able to Add Another claim, or Submit to continue.



Transaction Summary (2)

From	To	Expense	Amount	Approved Amount		
General Medical FSA 2016	Me	Prescription Medication Copay/Cost	\$10.00	\$10.00	Remove	Update
General Medical FSA 2016	Me	Dental Treatment	\$25.00	\$25.00	Remove	Update
Total Amount			\$35.00	\$35.00		

5. A confirmation page will appear. If you haven't already, you may upload your receipt to the appropriate claim(s), or submit them via:

Email: benefits@goldleafpartners.com
 Fax: (844) 756-9743
 Mail: Goldleaf Partners
 PO Box 806
 Brainerd, MN 56401

ATTENTION: If you did not upload your receipt, your claim submission is NOT complete! Please be sure the participant's name is clearly visible on the receipt, the fax cover page, or within the email to help ensure and expedite a match to your claim.

If you have any questions regarding your spending accounts, the consumer portal, or claims processing, please contact us:

Phone: 866-882-8442, option 5
 Email: benefits@goldleafpartners.com