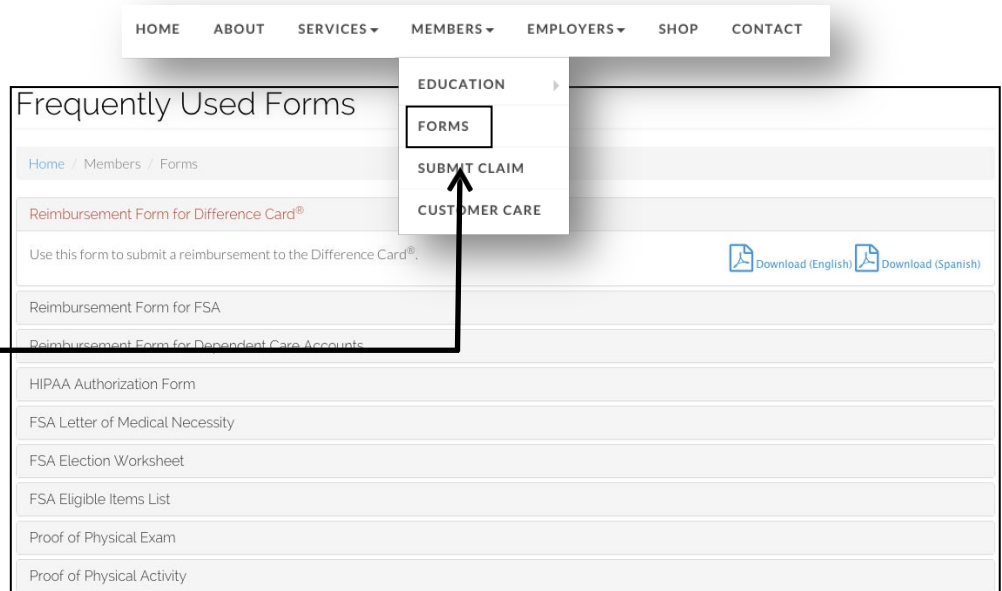


Submitting a Claim by Secure Email to the Difference Card

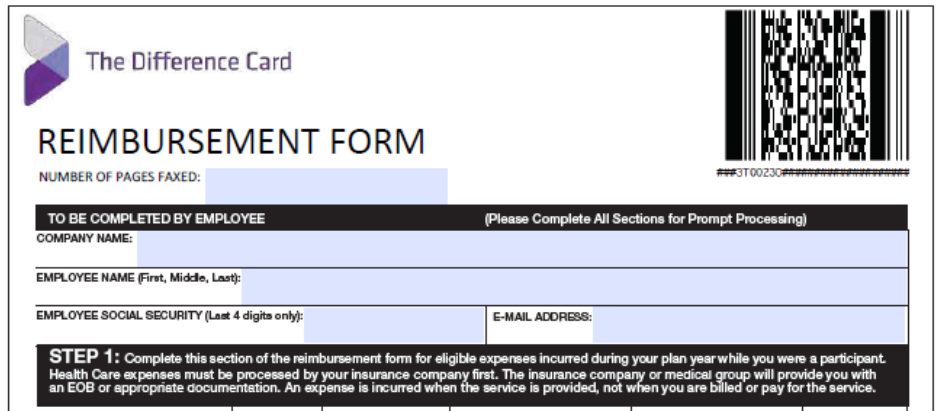
1. Before you submit your claim, make sure you have your EOB and your completed Reimbursement Form.

2. To download a Reimbursement Form, visit DifferenceCard.com and click the MEMBERS tab, then click FORMS.



3. Download the Reimbursement Form and complete the necessary fields. Save it on your computer. You'll need it when you submit your claim.

4. After you have saved your Reimbursement Form, make sure your EOB is also saved on your computer.



5. On the Difference Card homepage, or any page visited on the site, you'll notice a blue button on the top right-hand side of the screen.



6. After clicking the SUBMIT CLAIMS button, you will be directed to the Secure Email Page.



7. At the Secure Email Page:
Click Register if this is your first time emailing a claim to set up your account (you will only have to do this once).

8. Once registered, enter your email address and password and click sign in.

9. Click the COMPOSE Tab.

8. Send to: Claims. Enter the Subject Line and a brief message in the body of the email.

9. Click ATTACH FILE to upload your Reimbursement Form and EOB.

10. Click CHOOSE FILE. Find the Reimbursement Form on your computer and click ADD FILE. It will appear in the attachments box below.

11. Repeat Step 10 to attach your EOB(s). You can upload multiple EOBs and submit them through one secure email.

12. Click FINISH.

13. You will be taken back to the COMPOSE Tab. Click SEND to submit your claim to the Difference Card.

You will receive a confirmation email once your claim has been received. You can also check the SENT MAIL Tab to make sure it went through.

1

SEND A SECURE EMAIL

After you sign in, you will be able to securely submit your claim. Please be sure to include your Reimbursement Form.

Welcome to the Difference Card Message Center

Email Address:

Password:

Language: English

Remember Me

Sign In

[Forgot your password?](#) **Reset**

[New to secure email?](#) **Register**

[Need more assistance?](#) **Help**

1

SEND A SECURE EMAIL

After you sign in, you will be able to securely submit your claim. Please be sure to include your Reimbursement Form.

Inbox Compose Sent Mail Drafts

Send Save Draft **Attach File**

tbritt@hsaccesscard.com **Sign Out**

Last Sign In: Nov 3, 2015 8:48 AM

To: Claims

Subject: FirstName LastName Claim

Attachments: -- None --

B **I** **U** **Text** **Image** **Link** **Font** **Size** **A** **Color**

Please see attached my for reimbursement form and EOB.

Thank you.

1

SEND A SECURE EMAIL

After you sign in, you will be able to securely submit your claim. Please be sure to include your Reimbursement Form.

Inbox **Compose** Sent Mail Drafts

tbritt@hsaccesscard.com **Sign Out**

Attach File

To attach a file, select a file and choose Add File. Choose Finish when you have selected all the files to include. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Choose File: No file chosen

Add File

Attachments:

-- None --

Finish

1

SEND A SECURE EMAIL

After you sign in, you will be able to securely submit your claim. Please be sure to include your Reimbursement Form.

Inbox **Compose** Sent Mail Drafts

Send Save Draft **Attach File**

tbritt@hsaccesscard.com **Sign Out**

Last Sign In: Nov 3, 2015 8:48 AM

To: Claims

Subject: FirstName LastName Claim

Attachments: -- None --

B **I** **U** **Text** **Image** **Link** **Font** **Size** **A** **Color**

Please see attached my for reimbursement form and EOB.

Thank you.

Inbox **Compose** **Sent Mail** Drafts

Delete

Messages deleted in 14 days.

tbritt@hsacc

Last Sign In:

Select	To	Subject	Sent
<input type="checkbox"/>	claims@differencecard.com	Taylor Britt Test	Nov 6, 2015 12:03 PM