

Claim Filing Options

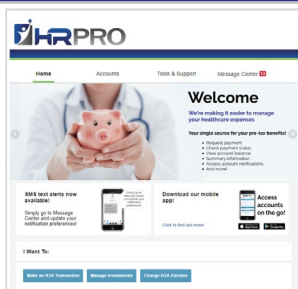


Filing a claim is one of the most commonly performed tasks for consumers and we're all for

Simplifying the Experience!

Below is a list of options Employees can utilize to submit claims and request reimbursements.

Employee Portal



The claim filing link is easily accessible within the 'I Want To' section. Claim filing wizard walks you through the steps. Payments can be made to yourself or someone else (provider, doctor, etc).

Supporting documentation can be uploaded directly to the claim.

HRPro's Mobile App



Want a simple, easy way to check your healthcare account balances and submit receipts from anywhere? The HRPro Mobile App lets you securely access your health benefit accounts with a touch of a finger. You can submit claims and upload supporting documentation by snapping a photo. Payments can be made to yourself or someone else (providers, doctors, etc.).

Paper Claim Form

A paper claim form titled "Flexible Spending Account Claim Form". The form includes sections for "Employee Information", "Claim Information", and "Receipt Information". It has a grid for listing claims with columns for Date, Amount, and Description. The HRPRO logo is visible in the top right corner.

If online or mobile options are not for you, we also accept the traditional method for claim submissions via paper claim form.

A completed claim form and supporting documentation can be scanned and emailed to us at accounts@hrpro.com; faxed to 248-543-2293, or snail mailed to our address at 1025 N. Campbell Rd, Royal Oak, MI 48067