HOW TO FILE A CLAIM: QUICK GUIDE

Follow these steps to easily file a claim or submit documentation for a card purchase through Clarity Benefit Solutions.

Step 1: Log In to Your Clarity Account

- Go to ClarityBenefitSolutions.com and log in.

Step 2: Start Your Claim

- Click “File a Claim/Add New Expense” in the Quick Links section.
- A new window will open with three sections: Claim Details, Documentation, and Confirm Submission.

Step 3: Enter Claim Details

- Service Type: Choose the service type (e.g., dental, vision, medical, or reimbursement).
- Service Date: Enter the date of the service or purchase.
- Amount and Payment Method:
  - Select Pay Provider to send payment directly to the service provider (enter their details), or
  - Select Pay Me for reimbursement (set up direct deposit for faster payment).

Step 4: Attach Documentation

- Upload a detailed statement that includes the service type, date, claimant, amount, and provider name.
- If you have an HRA, attach an Explanation of Benefits (EOB) from your insurance provider.

Step 5: Confirm and Submit

- Review your claim information, confirm everything is correct, and submit.

What Happens Next?

- Clarity processes non-HSA claims within 2-3 business days.
- Track your claim status on the Clarity portal or mobile app.

Reimbursement Timelines

- Direct deposit: Funds arrive 1-3 business days after processing.
- Checks: Mailed on Tuesdays and take 7-10 business days to arrive.

For more details, visit **Clarity’s claims page.**

Learn more about us at **claritybenefitsolutions.com**

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