



How to file a Reimbursement Claim

login.driven125.com

1

Under “I want to...” section, select “File Claim Reimbursement”

I Want To:

[File Claim Reimbursement](#) [Manage My Expenses](#)

2

Complete the Reimbursement Wizard

Create Reimbursement * Required

Online claim filing is a fast and easy way to file claims. Just click the “Reimburse Myself” or “Send Payment” button to start filing!

Pay From *

Pay To *

Based on your selection, you will be requesting a Claim Reimbursement.

[Cancel](#) [Next](#)

3

Upload Receipt/ Documentation

Receipt / Documentation * Required

Receipt(s) *

Summary

Pay From

Pay To

[Cancel](#) [Previous](#) [Next](#)

4

Enter Claim Details

Claim Details * Required

Start Date of Service *

End Date of Service

Amount * \$

Provider *

Category *

Type *

Description

If the category is 'Other' or 'Over-the-Counter Drugs', you must provide a description.

5

Accept Claims Terms & Conditions and click Submit

Claims Terms and Conditions ^

I have read, understand, and agree to the Terms and Conditions.

[Cancel](#) [Save for Later](#) [Add Another](#) [Submit](#)