Online Claims Submissions – No Claim Forms Required!

Steps to submit a claim on the Div125.com website

- 1. First scan your receipts or supporting documentation for your claims, and save them on your computer (you will need these for step 6 below)
- 2. Log into your account on www.Div125.com
 - a. If you have not set up a Username and Password on the website, contact our offices to obtain your Employer Code and 1st time Login Steps .

954-983-9970 or Claims@div125.com

- 3. Click on the Online Claims Entry icon on the right hand side of the page
- 4. Click the button that says "Start New Claim Form"
- 5. Next, select the type of claim you would like to submit (your options will be in blue hypertext.)
- 6. Click the Browse button to upload the receipt(s) for your expense.
- 7. Navigate to where you saved your receipts in step 1, and Double click the file, and click the OK button to confirm.
- 8. Select if you paid for the expense with "Personal Funds" or if you used your MySource Debit Card.
- 9. Enter the Service Start Date, Service End Date, Amount, and Service/Expense. You can complete all fields if you would like.
- 10. Once completed, Click the button to "Save This Claim".
- 11. If you are done, you can click the button to "Submit the Claim Form Online"
- 12. If you have more expenses to submit, simply click the blue hypertext to Enter a Claim
- 13. Complete the above steps until all your expenses are entered and
- 14. Once you are done, you can click the button to "Submit the Claim Form Online"

CRITICAL – If you do not click the button to "Submit the Claim Form Online" your claim is NOT submitted and you will NOT receive any reimbursement.

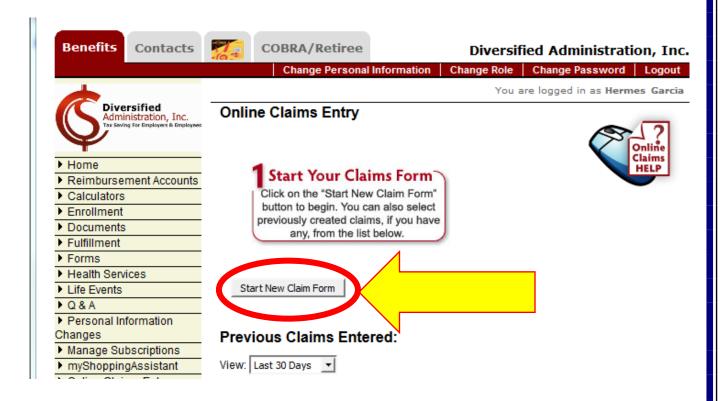
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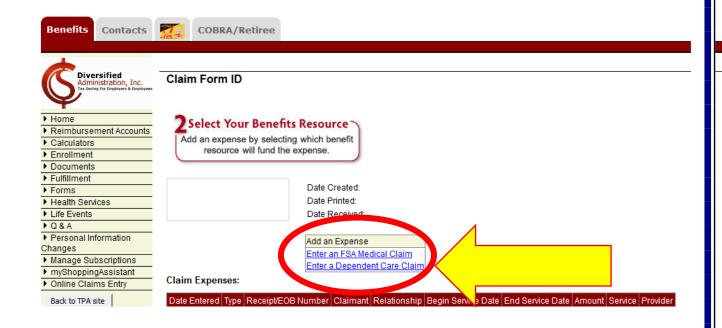
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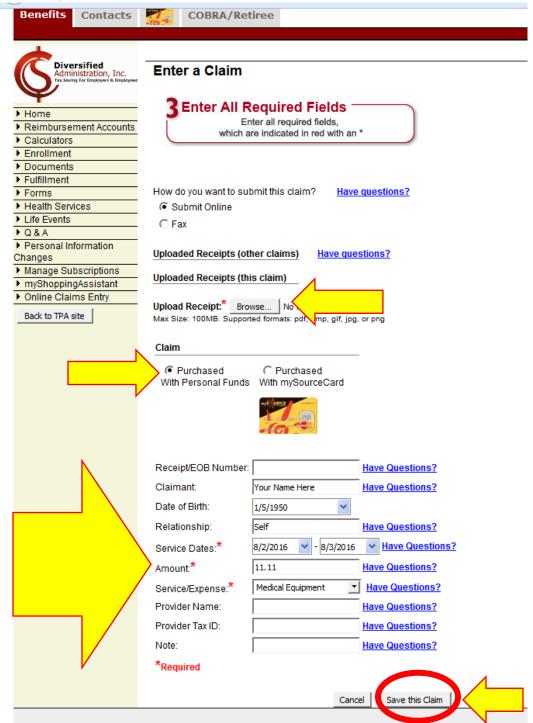
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5. Next, select the type of claim you would like to submit (your options may differ from the screen below, depending on what coverage you have- they will be in <u>blue hypertext</u>.)



- 6. Click the Browse button to upload the receipt(s) for your expense.
- 7. Navigate to where you saved your receipts in step 1, and Double click the file, and click the OK button to confirm.
- 8. Select if you paid for the expense with "Personal Funds" or if you used your MySource Debit Card.
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