

How to File a Claim for Reimbursement

Fidelity NetBenefits | Step-by-step guide for eligible BMC Helix expenses

1

Sign in to Fidelity NetBenefits and choose "Reimburse yourself for other expenses" from the Flexible spending and reimbursement accounts page.

Please note that you may receive email notifications pertaining to receipts, statements, etc., for your flexible spending and reimbursement accounts from Fidelity.Health.Accounts@Fidelity.NetBenefits.com.

Flexible spending and reimbursement accounts



Upload a receipt



Link a bank account



Reimburse yourself
for other expenses

Where to click

Select the **Reimburse yourself for other expenses** tile to begin your reimbursement request.

This opens the reimbursement workflow in NetBenefits.

Begin your reimbursement request

Continue from the Flexible spending and reimbursement accounts page.

2

On the next screen, click Reimburse Myself under I Want To.

This will bring you to a screen where you can click on Reimburse Myself:

I Want To:

Reimburse Myself

Send Payment

Manage My Expenses

Enroll in Commuter

Next step

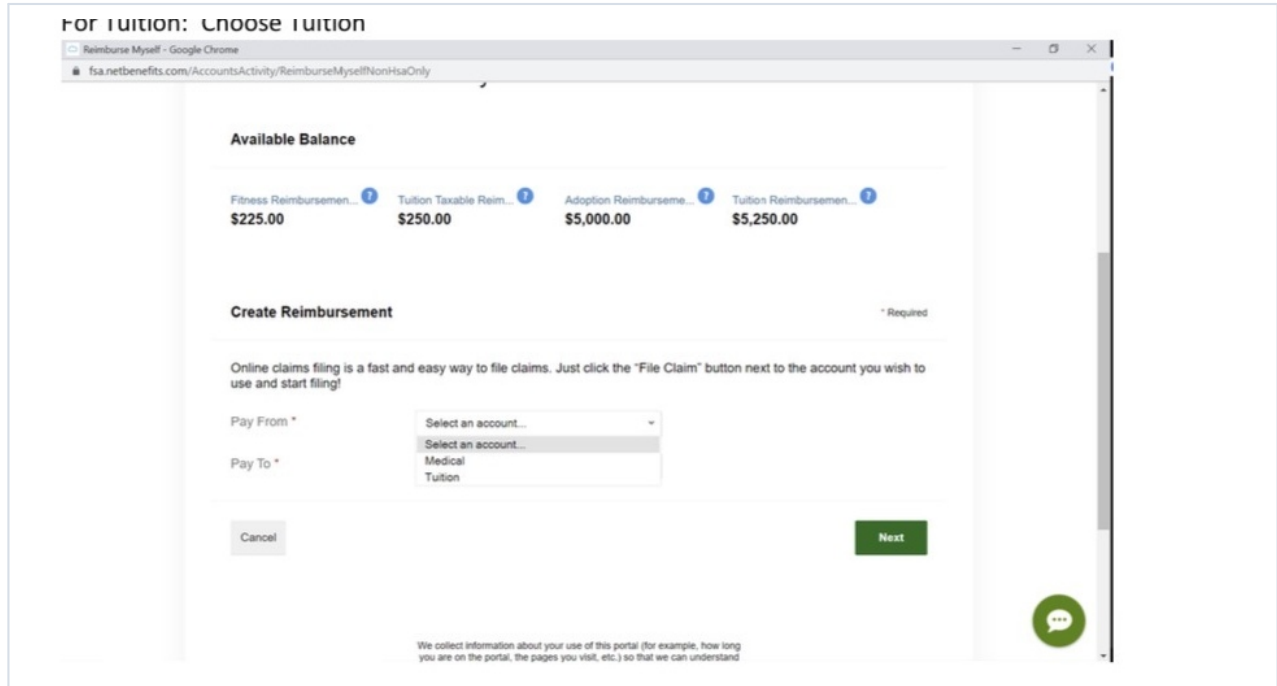
You will be directed to the screen where you choose which account should pay the reimbursement.

Choose the correct Pay From account

Select the account based on the type of expense you are submitting.

3

For Adoption or Fitness, choose Pay From: Medical. For Tuition, choose Tuition.



Expense type	Select Pay From account
Adoption Assistance	Medical
Fitness Expenses	Medical
Tuition Expenses	Tuition

Reminder

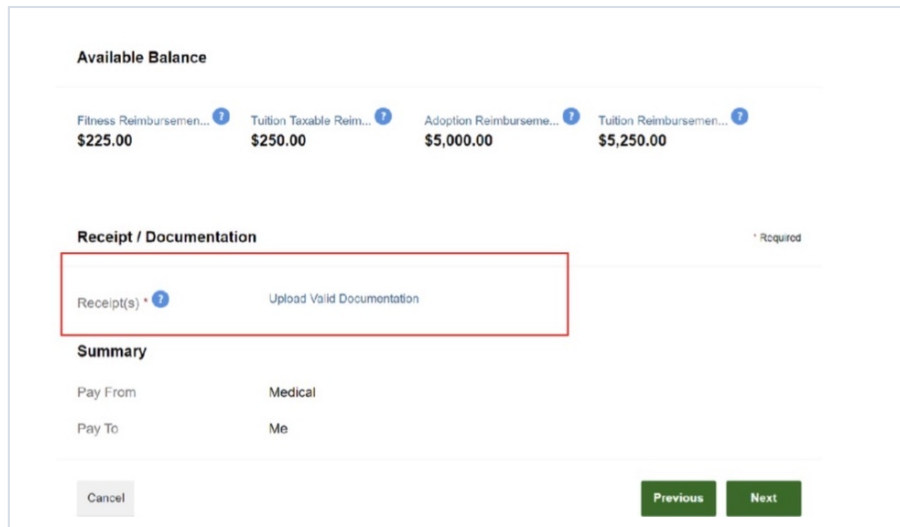
Confirm the selected account matches the expense type before clicking **Next**.

Upload documentation and complete the claim

Add your supporting documentation, then enter the required claim details.

4

Upload your valid documentation, then complete the claim details and select the appropriate category.



Available Balance

Fitness Reimbursemen...	Tuition Taxable Reim...	Adoption Reimburseme...	Tuition Reimbursemen...
\$225.00	\$250.00	\$5,000.00	\$5,250.00

Receipt / Documentation * Required

Receipt(s) * ? [Upload Valid Documentation](#)

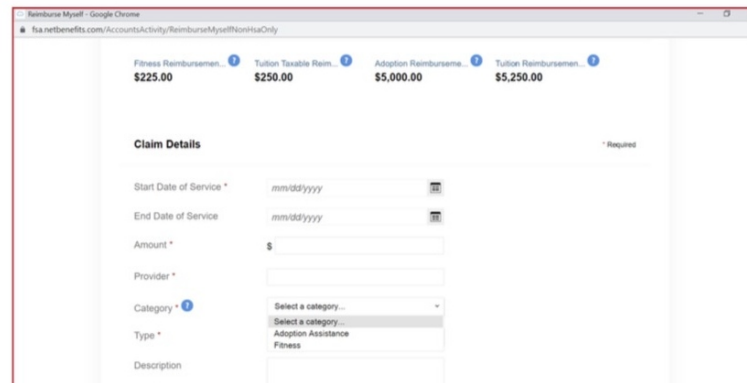
Summary

Pay From: Medical

Pay To: Me

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

Once the documentation has been uploaded, you can then pick the category of Adoption or Fitness



Claim Details * Required

Start Date of Service *

End Date of Service

Amount * \$

Provider *

Category * ?

Type *

Description

What you'll need

Valid documentation; dates of service; reimbursement amount; provider information; and the appropriate category.

Final check

Review the amount, dates, provider, category, and documentation for accuracy before submitting your claim.

Note: Fidelity NetBenefits screens and labels may change over time. Follow the current on-screen instructions if they differ from these examples.