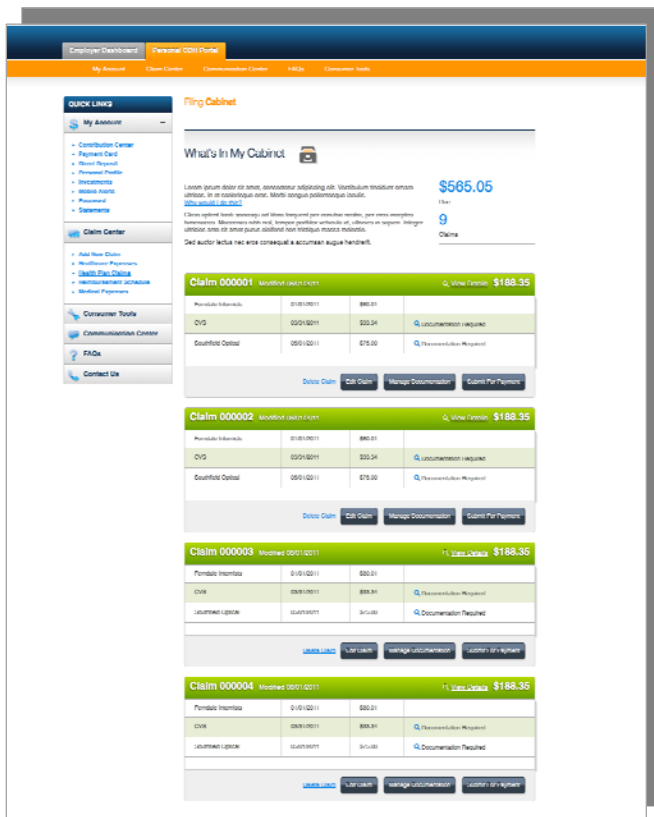
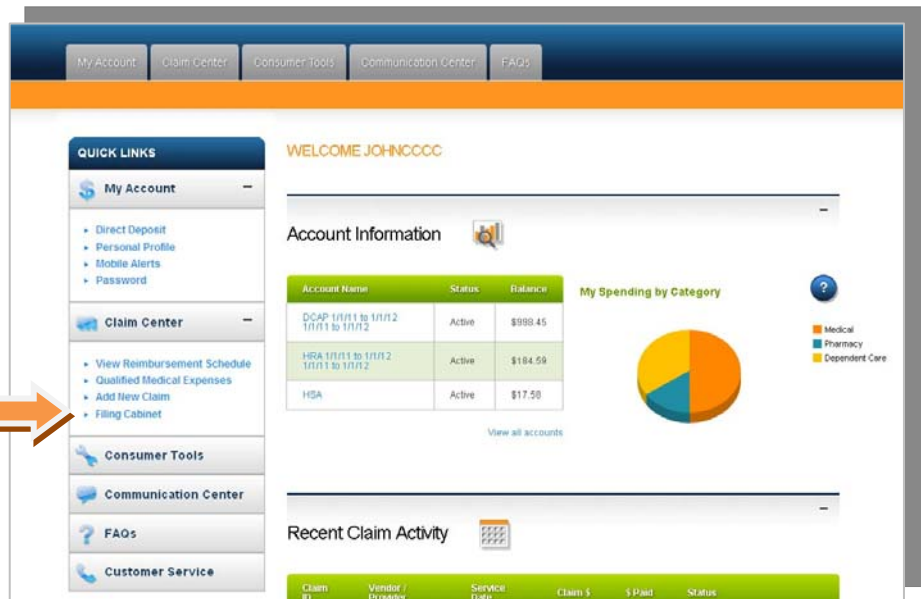


# Claim Center Filing Cabinet Feature

## Filing Cabinet Features

The Claim Center **Filing Cabinet** is your personal storage system for the claims that you are not yet ready to submit for payment. Any claim that is not submitted for payment will reside in the Filing Cabinet.

*To Access the Claims Center Filing Cabinet, select "Filing Cabinet" in your online account*



## How do I use the Filing Cabinet

The Filing Cabinet allows you to enter claims and save them for submission at a later time.

When entering a new claim, you can indicate if you would like it to be saved in the Filing Cabinet. In addition, if you exit the Claim Center prior to submitting a new claim, it will automatically be saved in your Filing Cabinet.

When you are ready to submit a claim for review and payment, click on the claim and follow the easy online instructions to submit.

Though all account holders have the option to use this feature, it is an extremely helpful for HSA savers, who will be able to use the Filing Cabinet to keep track of their claims for payout at a future date while preserving and accumulating HSA funds today.