Health Reimbursement Account Claim Process

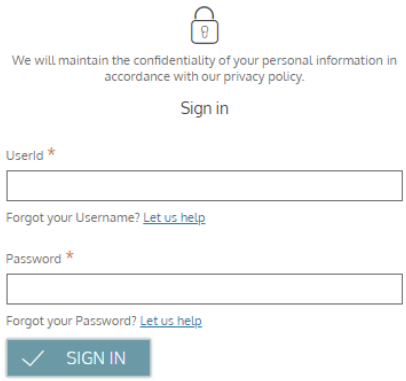
Navigate to www.ffga.com

Under **Login**, select **Individuals**, choose **HSA/FSA/HRA Login**

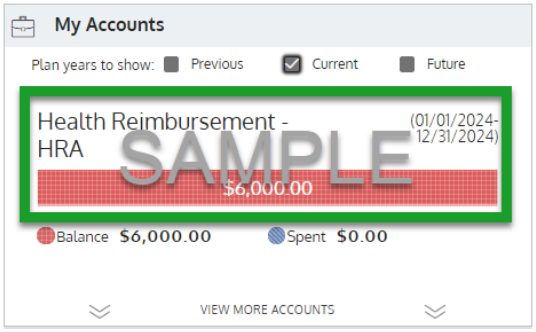
Click on the **Sign In** button 

(if you have not registered for online account access, select **Register** to complete the registration process)

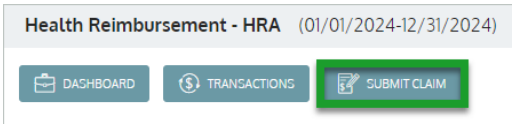
Enter your **User ID** and your **Password**, click **Sign In**



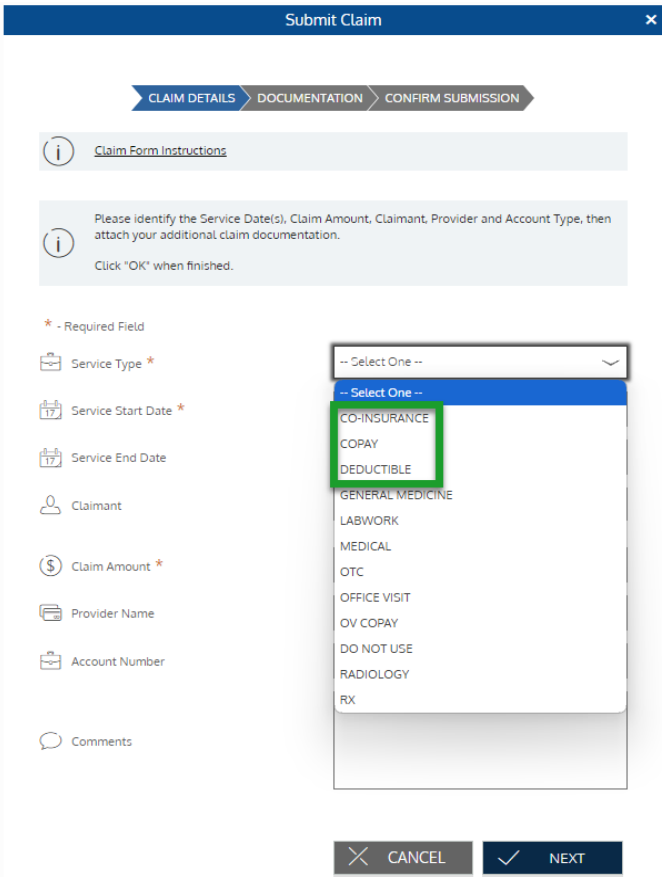
Click on **Health Reimbursement -HRA** from the dashboard



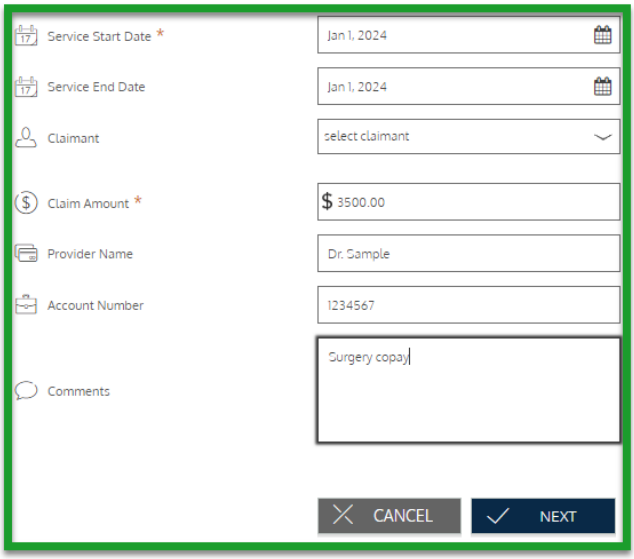
Click on **Submit Claim**



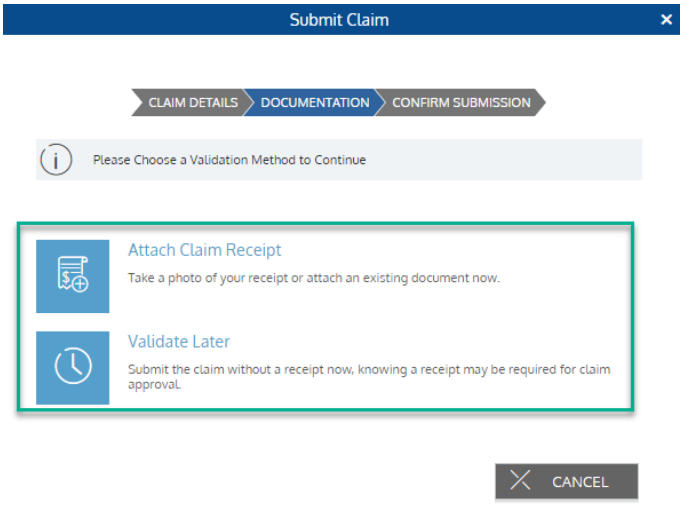
Select the **Service Type: Co-insurance, Copay or Deductible** for HRA Claims



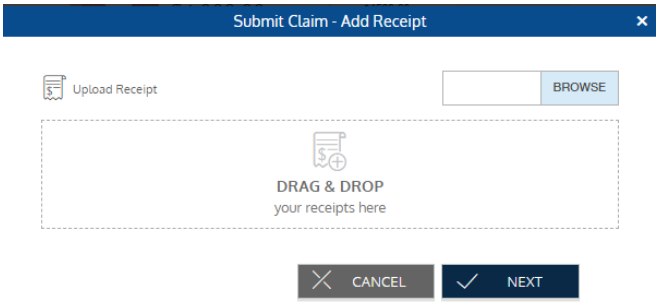
Enter the following information related to the claim: Service Start Date, Service End Date, Claimant Name, Claim Amount, Provider Name, Account Number (if applicable) and Comments



Select an option: **Attach Claim Receipt** or **Validate Later**

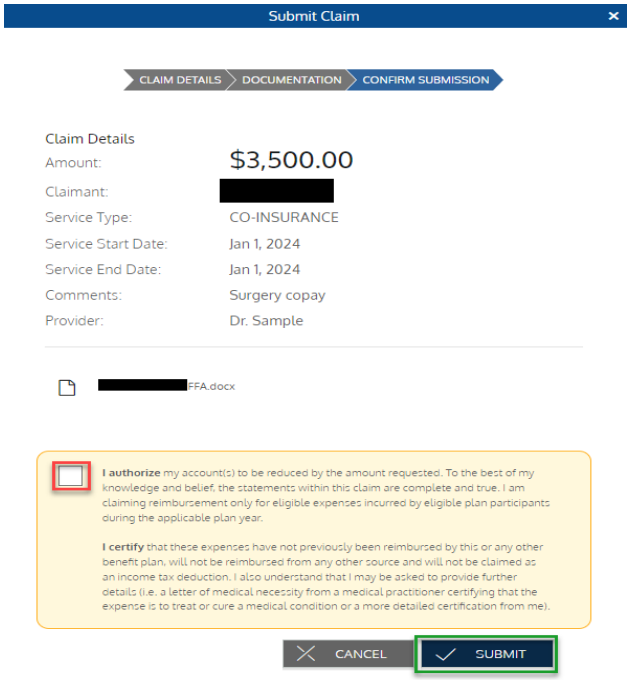


- **Attach Claim Receipt** – allows you to take a photo or attach a saved document using the **Browse or Drag & Drop** feature to the claim (HRA claims MUST be accompanied by an Explanation of Benefits (EOB) provided by the major medical insurance company) – Click **Next**



- **Validate Later** – choosing validate later will save your claim to the portal, however it will not be processed for reimbursement payment until proper documentation is uploaded to the expense

Confirm Submission – Read and Authorize the submission by clicking the box and choosing **Submit**



Normal claim processing time is 1-3 business days. Once a claim is processed and approved, the payment should be reimbursed within 2 business days if Direct Deposit has been established.

If any assistance is needed with your HRA Claim; please contact us at:

866-853-3539, option 2