

## CDH Online Submissions

You can access your Consumer Driven Health (CDH) spending account by logging into your MiBenefits account at [www.ebms.com](http://www.ebms.com) with your username and password. Once logged into miBenefits, click on the CDH portal button that appears in your MiBenefits account.

The image shows two screenshots from the MiBenefits portal. The left screenshot is a navigation menu with three buttons: 'Forms AND DOCUMENTS', 'FSA, HSA & HRA PORTAL' (circled in red), and 'View CLAIMS INFORMATION'. The right screenshot is the 'Flexible Spending Account' overview for the period 01-01-2019 to 12-31-2019. It displays an 'Available Balance' of \$796.50. Below this is a table with three columns: 'Annual Election' (\$2,600.00), 'YTD Contribution' (\$1,100.00), and 'Spent' (\$1,803.50). A donut chart below the table shows the 'Available Balance' of \$796.50. A 'Details' link in the top right corner is circled in red.

Annual Election	YTD Contribution	Spent
\$2,600.00	\$1,100.00	\$1,803.50

This will take you to Personal Dashboard where you will view the My Accounts Menu which will default to the current plan year; however, you can change your view to a previous plan year.

The image shows the 'Personal Dashboard' header with the ebms logo and a 'MENU' button. Below it is a 'My Accounts' section. It includes a filter for 'Plan years to show:' with three options: 'Previous' (unchecked), 'Current' (checked), and 'Future' (unchecked). The main entry is 'Flexible Spending Account - FSA' for the period (01/01/2022-12/31/2022). A large orange bar represents the available balance of \$2,400.00, with a green arrow pointing to it from the right. Below the bar, it shows 'Balance \$2,400.00' and 'Spent \$0.00'.

You can click anywhere on the current available balance to be redirected to the Accounts Details page.

Flexible Spending Account - FSA (01/01/2022-12/31/2022)

DASHBOARD

TRANSACTIONS

ADD EXPENSE

Account Balance

Balance  
\$2,400.00

Annual Election Summary

\$2400.00

\$1800.00

\$1200.00

\$2,400.00

Remaining Payroll Deposits  
\$2,400.00

You will click on the Add Expense button where you will select the type of expense from the drop-down menu and click Next.

Expense Type

## Add New Expense

### Let's Get Started

On the next few screens, we will ask you some questions about the expense you would like to submit.

SUBMIT  
EXPENSE  
NOW

Select from your available service options:

\* - Required Field

General Medical Expenses

Please fill out the fields below and make sure to attach the proper documentation.

[ADDITIONAL INSTRUCTIONS](#)

NEXT

You will then enter the date of service for when the actual services were provided and go to the Next screen. Please note that eligible dates of services are not determined on when you are invoiced by the provider or pay the bill.

MENU

ebms

Add New Expense

PSA Store

Marketplace

Notifications

Expense Type / Service Date

Add New Expense

Select the service date:

What day did you incur the service?

SERVICE DATE\*02/01/2022

Back

NEXT

You should enter the total amount that is patient responsibility owed to the provider for that date of service and click Next.

MENU

ebms

Add New Expense

PSA Store

Marketplace

Notifications

Expense Type / Service Date / Amount

Add New Expense

Enter the amount of your eligible expense.

CLAIM AMOUNT\*\$300.00

\* Required Field

Back

NEXT

You will then be asked to preview your request, add a note if the request is for a spouse or taxable dependent child, and add documentation.

You must add supporting documentation so that your claim can be processed timely. The best documentation will be your insurance EOB, however we can also accept an itemized receipt that legibly show the patient's name, date of service, service provider name, total amount owed (including insurance amounts if applicable), and the eligible service or product. Prescription claims require the RX tag that includes the fill date, RX number, patient name, and the amount owed. **Note: Credit card receipts, balance due statements, cancelled checks, and "estimated" insurance references are not acceptable forms of documentation. Daycare expense submissions must include the tax ID or social security number of that provider.**

MENU

ebms

Add New Expense

PSA Score

Marketplace

Notifications

Expense Type / Service Date / Amount / Preview

Add New Expense Preview

Please confirm the following information is correct:

Pay Self

\$300.00 (Edit)

General Medical Expenses Expense for SANDRA SMITH (Edit)

Service Date: Feb 01, 2022 (Edit)

One Time Payment

Note for records:

This date of service is for my spouse Sam Smith.

+

ADD DOCUMENTATION

DOCUMENTATION HELP

Cancel

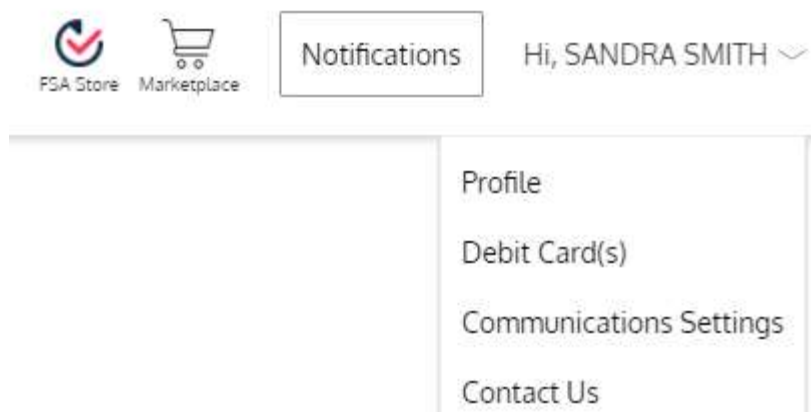
SUBMIT

☐ I certify the claim is accurate. I understand and agree to the terms and conditions.

I certify that I have not been reimbursed by any other source, and that to the best of my knowledge, this expense is eligible for reimbursement. I additionally understand that I must submit documentation in to support my submission and in order to receive reimbursement. If I am not eligible to receive reimbursement you will receive notification of the claim determination.

If everything is correct, place a checkmark in the box to the right of the disclosure at the bottom of the screen to certify that the expenses you're submitting are valid and click on the blue "Submit" button at the bottom of the screen.

Anytime a CDH claim is successfully submitted a confirmation message will be found in the Notifications box on the Personal Dashboard. You can update your Communication Settings by hovering over your name in the right side of the screen.



Claims submitted online take up to 24-48 business hours to be processed. If a request is pended for additional information or is denied, a written message will be added to the Notification Box the next business day after the transaction is processed.

When the claim has been processed the completed transaction and any reimbursement information can be found by going to the Menu box, clicking on Accounts, and selecting My Transactions. The date of service will be listed based on the date the transaction was processed; you can then select a transaction and the box will expand to show the date of service, amounts, reimbursement methods, and any applicable denial reasons.

