



Log on to your ClaimsPlus web site at www.cornellselect.com

The **first time** you log in, you will use the following information to access the system.

Login ID: Social Security Number with no dashes

PIN: Last four digits of your Social Security Number

Login Method: Select Social Security Number

How to Use the ClaimsPlusSM Online Reimbursement System

Click on the appropriate page	To accomplish the following tasks:
Home page	Your unique Login Id is displayed. In the future, you may login using your Login Id instead of your Social Security Number. Sign up for direct deposit.
About Me page	Provide your email address so you can receive email notification of claims and payment status real-time. Review your personal information, or sign up for direct deposit.
Balances page	View account balance information for all flexible spending account plans in which you are participating. Information available includes: <ul style="list-style-type: none"> ▪ election amounts, ▪ claim amounts submitted (submitted online via the web or manually) ▪ allowable claims (amount of claims you can continue to enter online in ClaimsPlus: the difference between “claims amounts submitted” at that time and your annual election amount), and ▪ current funds available in each account. From this page, you can view contributions and payments for each account by clicking on View Accounting Entries. You can then sort by category by clicking on the underlined headings.

Claims page

View a detailed listing of your claims for each account. For additional ease in reviewing the Claims page, review the definitions listed below.

- The **Claim Number** identifies each individual expense submitted on a claim form.
- The **Form Number** is assigned to a claim form when it is submitted via the web. The Form Number is used to track your claim when submitted for processing.
- For detailed claim information and the status of your claim, click on **Claim Description**.
- The amount shown in the **Claim Amount** column is the amount submitted by you for reimbursement or the approved amount. An asterisk (*) represents a partially approved claim.
- The **Reimbursed Amount** is the actual amount reimbursed to date on an approved claim.

Example: You submit a dependent care claim for \$150 worth of eligible expenses. Your account balance at the time the claim is submitted is only \$100. Your **reimbursement amount** is \$100 once you are issued payment for \$100. You will be reimbursed the remaining \$50 once more money is available in your account.

- **Un-Submitted** – A web claim with entries that have not been submitted.
- **Pending** – A submitted web claim that has not been approved yet because you need to submit supporting documentation.
- **Approved** – A claim that has been approved or partially approved as an eligible expense.
- **Rejected** – The entire claim amount is not eligible for reimbursement or additional documentation is needed.

Example of the “Claims” web page.

Claims Plus

Home | About Me | Balances | **Claims** | Contact Us | Elections | FAQ/Help
 Reimbursements | Submit a Claim | Log Out

Current Plan Year - Plan Year: 01/01/2005 thru 12/31/2005

Spending Account	Claim No	Form No	Claim Description	Date of Service	Claim Amount	Claim Reimbursed Amount	Status	Status Date
Dependent Care	440753	33936	Child Care	02/07/2005	\$150.00	\$0.00	Un-Submitted	03/14/2005
Dependent Care	440754	33936	Child Care	02/07/2005	\$165.00	\$0.00	Un-Submitted	03/14/2005
Dependent Care	477073		Child Care	02/01/2005	\$165.00	\$152.86	Approved	04/07/2005
Dependent Care	440749	33935	Child Care	01/31/2005	\$150.00	\$0.00	Pending	03/14/2005
Dependent Care	440750	33935	Child Care	01/31/2005	\$165.00	\$0.00	Pending	03/14/2005
Dependent Care	439926		Child Care	01/01/2005	\$150.00	\$150.00	Approved	03/12/2005
Dependent Care	439933		Child Care	01/01/2005	\$165.00	\$165.00	Approved	03/12/2005
Total:					\$1,110.00	\$467.86		
FSA Health Care	477074		Co-Pay	03/30/2005	\$25.00	\$25.00	Approved	04/07/2005
FSA Health Care	440775		Co-Pay	03/03/2005	\$25.00	\$25.00	Approved	03/14/2005
FSA Health Care	440774		Co-Pay	02/28/2005	\$25.00	\$25.00	Approved	03/14/2005
FSA Health Care	440756	33936	Prescriptions	02/12/2005	\$5.00	\$0.00	Un-Submitted	03/14/2005
FSA Health Care	440773		Co-Pay	01/15/2005	\$0.00*	\$0.00	Rejected	03/14/2005
FSA Health Care	440751	33935	Co-Pay	01/15/2005	\$25.00	\$0.00	Pending	03/14/2005
FSA Health Care	440752	33935	Prescriptions	01/15/2005	\$5.00	\$0.00	Pending	03/14/2005
FSA Health Care	439938		Co-Pay	01/11/2005	\$25.00	\$25.00	Approved	03/12/2005
Total:					\$135.00	\$100.00		
Qualified Parking	440755	33936	Parking	02/01/2005	\$50.00	\$0.00	Un-Submitted	03/14/2005
Qualified Parking	440772		Parking	01/01/2005	\$175.00*	\$175.00	Approved	03/14/2005
Total:					\$225.00	\$175.00		

* Claim Amount and Claim Reimbursable Amount are different. This is the Claim Reimbursable Amount.

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Contact Us page	Allows you to send a question/inquiry to the ClaimsPlus Service Center via email. If your email address is on file, it will show on the screen. If not, please provide your email address in the email field to receive an email response to your inquiry. After you put in your email address, click the “save” field to save it in the system. (In addition, once you have done this, you will receive emails in the future when a claim is processed or payment is issued.)
Elections page	View your elected plan contributions and per pay period contributions. If you experience a family status change during the year and make a change to your flexible spending accounts, you can view your new elections in this section. Under each spending account there is a list of your initial elections, and any change of elections and their effective dates. The spending account “Total” is your current election.

FAQ/Help page	Click the FAQ ID to open a question based on the desired subject and title. You can sort by category by clicking on the underlined headings. Click the Page Up or Page Down buttons to view additional FAQs.
Reimbursements page	View reimbursements paid to you. Click on the Issue Date for detailed information about the payment and claims included for reimbursement.
Submit A Claim page	<p>Easy entry of incurred expenses into a claim form. Listed below are some helpful hints for entering claim information online.</p> <ul style="list-style-type: none"> ➤ To create a new claim form, click on the drop-down box and choose the Plan Year in which the expense was incurred and type of account. Enter all requested information for the new claim. <ul style="list-style-type: none"> ○ Click the Provided To drop-down box to check dependents previously entered. If you need to add a new eligible dependent, click on the New Dependent button. A new window will open and you will need to click the “click here to add a dependent” button, which is located above the chart. Fill in the appropriate information for your new dependent and Save. ➤ Once you enter an individual expense a Claim Number is assigned to your claim. All of the individual claim expenses you’ve entered on a claim form are displayed on the page. To view details of an individual claim entry, or to update specific information, click the Claim Number. ➤ A Claim Form can include multiple expenses. You must complete one expense at a time. You will not be able to start entering information for another claim until the first one is completed. However, once you enter the required information into the system and a Claim Number has been assigned, you can save your claim and start a new one. Until you submit the claim, you are allowed to go back and update the claim information. ➤ To complete a claim, click on Save and Close when you have entered all of your expenses into the claim form. ➤ To complete a claim form and start a new claim, click on Save and New. ➤ To submit all of the claims listed on one claim form, click Submit and Print Claim Form. ➤ You must print, sign, and fax or mail your claim form and supporting documentation for each expense for the claim to be processed. ➤ To delete the entire claim form, click Delete Form. Do not do this unless you are certain you want all un-submitted claims information to be deleted.
Log Out	Click the Log Out button, to log out of the ClaimsPlus Online Reimbursement System.