



ARCHDIOCESE OF PORTLAND IN OREGON

Steps to Submitting FSA Claim Forms

1. Bring up MyEnroll.com site
2. Select Flex Spending Accounts tab
3. Select Non Bar Coded Claim Form from drop down menu
4. Choose the best option that fits your needs.
 - a. Option 1: Online Fill Out Form
 - b. Option 2: Adobe Acrobat PDF
 - c. Option 3: Microsoft Word Format
5. Select the Healthcare FSA if you are submitting a healthcare reimbursement or select Dependent Day Care FSA link if you are submitting a dependent care reimbursement.
6. Follow instructions on the claim form.

Steps to Submitting Claim Online

1. Log into MyEnroll. Select Enter FSA Claims Online



2. Select button, Start New Claim

FSA Claims Entry

[Start New Claim](#) [Instructions](#)

[Pending Submission](#) [Submitted Claims History](#)

[Refresh Data](#)

| Submit for Processing | Batch Number | Entered On | Supporting Documents |
|--|--------------|------------|----------------------|
| Last claim submitted online: (You have not yet su | | | |

3. Complete step 1: Enter Claimant's Full Name in the Description field

Step 1: Batch Information

Enter a brief description to help you identify this batch of claims if you view them may change it.

Employee Elaine F. Plndph

Batch 0

Batch Entered

Description

4. Complete step 2: Click on health expense or dependent day care button and fill out claim information

Step 2: Enter Expenses

You may enter Health (i.e., Medical, Dental, Prescription, Vision, Over the Counter) and Dependent Day Care expense items.

5. Complete step 3: View all Expenses

6. Complete step 4: Attach all supporting documents (e.g. claim receipts, EOB's)

Contact Customer Service at Service@RetaEnroll.org or call 1-877-303-7382 if you need help.