

# Hot Topic!



Planned  
Benefit  
Systems

## Expedite Your FSA Reimbursements— Now Enter Claims *Online*

*Planned Benefit Systems, Inc. is pleased to announce the release of our new FSA Online Claim Submission process—designed to simplify and expedite your claim reimbursements.*

### *Benefits*

- ⇒ ***It's Quicker!*** Claim processing time is just 3 to 5 business days.
- ⇒ ***It's Easy!*** Enter your FSA claim in a step-by-step electronic format. Then just print the pre-filled Substantiation Cover Sheet and fax it to us with your receipts.
- ⇒ ***It's Secure.*** All information you input is encrypted and transmitted via a secure internet connection.
- ⇒ ***It's Confirmed.*** We'll send you an email confirmation after your transaction is received and logged.

⇒ ***It's Detailed.*** You'll receive a detailed electronic Confirmation Summary of your transaction to print and keep with your records.

⇒ ***It's Paperless!*** No need to fax or mail additional info for Dependent Care, Transit or Parking claims.



### *How To File A Claim*

Entering a claim online is EASY! Just follow these quick steps:

1. **Go to [www.cci-pbs.com](http://www.cci-pbs.com)**. Click on the PBS name, then "Filing Claims" under the Participants heading. You're there!
2. **Log In:** Start by clicking on Online Claim Submission—remember to disable your pop-up blocker by holding down the Control key. Next, enter your PBS Employer code (ask us if you are not sure), Employee ID, your name, and email address. Agree to our email disclaimer by entering your initials, then select the type of claim you wish to submit. This page verifies you as an FSA participant and brings you to the claims entry page.
3. **Enter Your Claim:** Tab through the form and type in your claim information. The sum total is automatically calculated. Initial and save.
4. **Print & Fax:** Print the Confirmation Summary for your files. Then, **for Healthcare claims only:** print the Substantiation Cover Sheet, attach your receipts, and fax to PBS (one claim at a time). *Note: Dependent Care and Transportation claims do NOT require any faxed receipts.* You're DONE!