

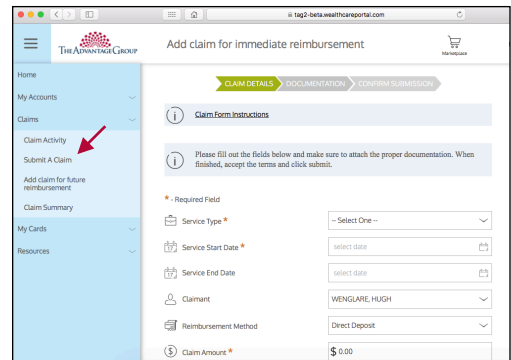
## Claims Submissions / Reimbursement Requests

In lieu of using your TAG issued debit card for eligible expenses, you may submit online claims for reimbursement through your TAG member portal or via the TAG Benefit Center mobile app.

### Claims Submission Instructions

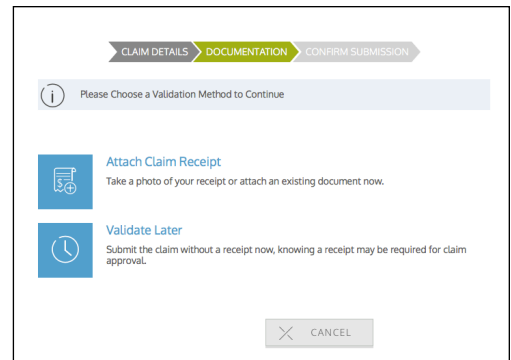
1. Logon to [www.enrollwithtag.wealthcareportal.com](http://www.enrollwithtag.wealthcareportal.com) and select *Claims > Submit Claim* from the drop down menu on the left side of the screen.

Follow the prompts to enter your claim information and preferred reimbursement method.



2. Attach required supporting documentation for substantiation purposes.

Please make sure documentation / receipts include 1) when and 2) where the expenses was incurred and 3) the amount of the expense.



3. Review and confirm your claims reimbursement request. Your claim will be processed in coordination with your plans reimbursement schedule.

If you have elected to receive electronic communications, email confirmations will be delivered as your claim is processed.

