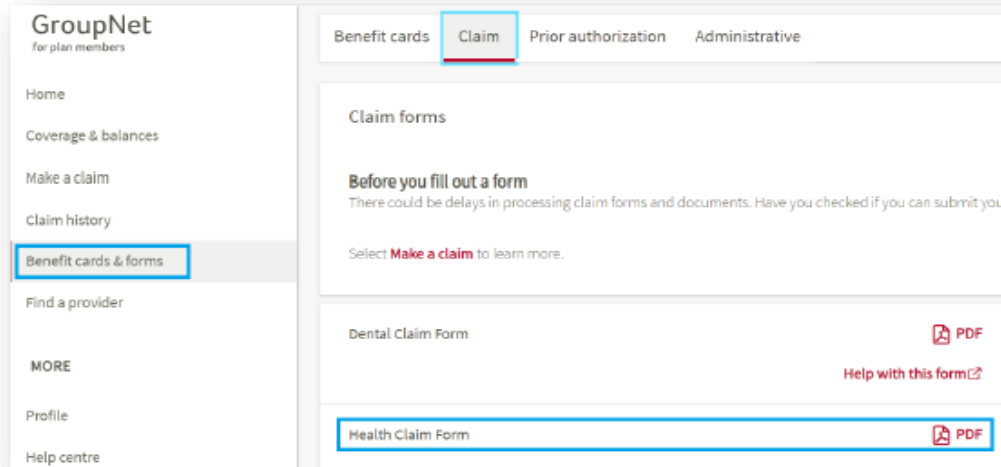


Follow these steps:

Step 1: Save a copy of your premium payment statement to your desktop to upload with your claim.

Step 2: Log in to **GroupNet for Plan Members** or **My Canada Life at Work**.

- ▶ select **Benefit cards & forms** → Select **Claim** tab.
- ▶ under the **Claim forms** section, locate the **Health Claim Form**.



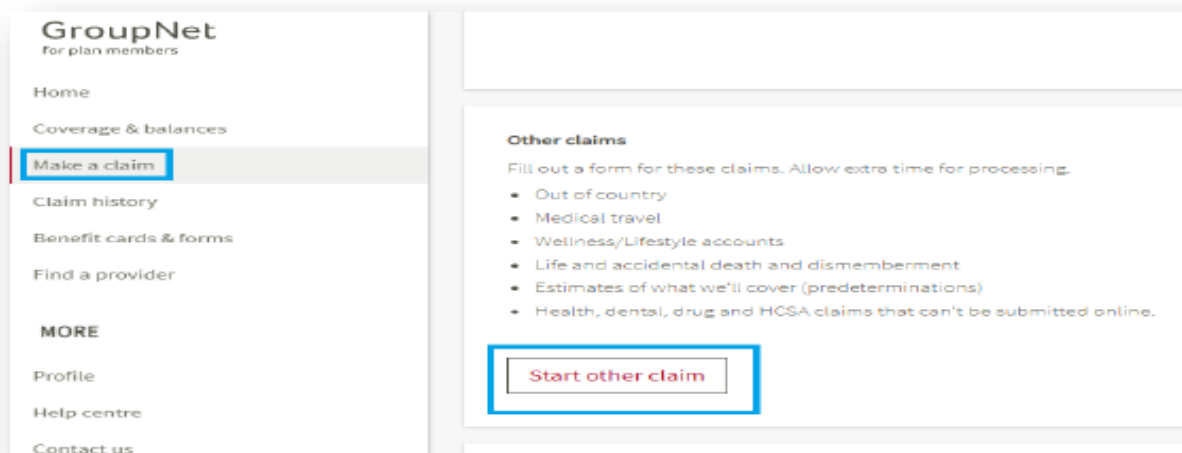
Step 3: Download the **Health Claim form** and complete details.

Select **“Healthcare Spending account only”**



Step 4: Save the completed form to your desktop or files.

Step 5: Select **Make a claim** → to start a **Paper Claim**, select **“start other claim”** (image below) to submit your claim with the claim form you completed and saved.



Step 6: Select category, choose the following from the drop downs (Image below)

Submission type is:

Other health, dental and drug claims and HSCA claims

Plan:

Health, Drugs, Vision & Dental

What is your submission for?

Other health, dental, drug and HCSA claims

GroupNet
for plan members

- Home
- Coverage & balances
- Make a claim**
- Claims history
- Benefit cards & forms
- Find a provider

MORE

- Profile
- Help centre
- Contact us

Step 1: Find your form
Find and download the form you need. We can't process your claim without your completed form.
[Find claim form](#)

Step 2: Fill out the form
Save the form to your computer or device first. If you complete the form in your browser, your info may not be saved. Or, print the form, fill it out, and scan or take a photo of it.

Step 3: Gather electronic copies
Scan or take photos of your claim receipts and supporting documents.

Step 4: Select category
Select the claim category and then follow the instructions to add your documents.

Required field

What is your submission for?
Other health, dental, drug and HCSA claims

Plan
Select a plan

Step 7: Select **Add documents** to upload your completed claim form and your premium payment statement.

Step 8: Select **Submit** – a notification will appear confirming your documents were successfully received.



**** After submission, the Healthcare Spending Account Claim will not show up in your online claims history until the claim has been completed and processed by Canada Life.****