summit

Online Claims Entry
Quick Start Guide

The following guide provides step-by-step instructions on how to enter an online claim in Summit.
Go to https://member.midwestbenefits.com

Step 1: Log in to your Summit account.

Step 2: From the Home page, click the **Transactions** heading and select **Transactions** from the drop-down menu. *(Figure 1)*

fig. 1

Step 3: From the Transactions page, click the blue **Add Transaction** button *(Figure 2)*.

The Add A Transaction pop-up window will display.

Step 4: In the Add A Transaction pop-up window, select Online Claim from the **Transaction Type** drop-down menu. *(See Figure 3)*

Additional claims fields will display.

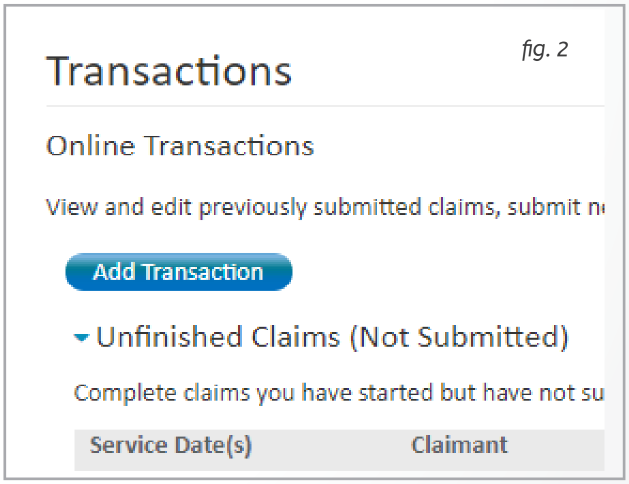

fig. 2

Step 5: **Upload Receipt/EOB** using the blue upload a file button.

Step 6: Select payment type (**Pay Me**) radio button.

Step 7: Choose **Claimant** from the drop-down menu *(if no dependents are listed, select your name)*

Step 8: Select the **Start and End dates**. You may enter directly into text box or use the Calendar tool.

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Step 9: Enter the **Amount** of the claim.

Step 10: Enter the **Provider** name.

Step 11: Select a **Service Category** and **Service Code** using the drop-down menus.**

Step 12: Enter a **Description of Service** in the text box.

Step 13: Select the **Plan** from the drop-down menu.

Step 14: Select a **Reimbursement** type (Direct Deposit or Check) using the radio buttons.

Step 15: Enter **Notes** (if necessary).

Step 16: Select the **"I have read and agree to the Terms and Conditions"** check box.

Step 17: Click the blue **Add Line Item** & blue **Submit**. *(See Figure 4)*

** for a medical FSA plan, make sure to select a **Service Category** beginning with "Flex Plan". Failure to do so may cause a delay in your claim processing & reimbursement.

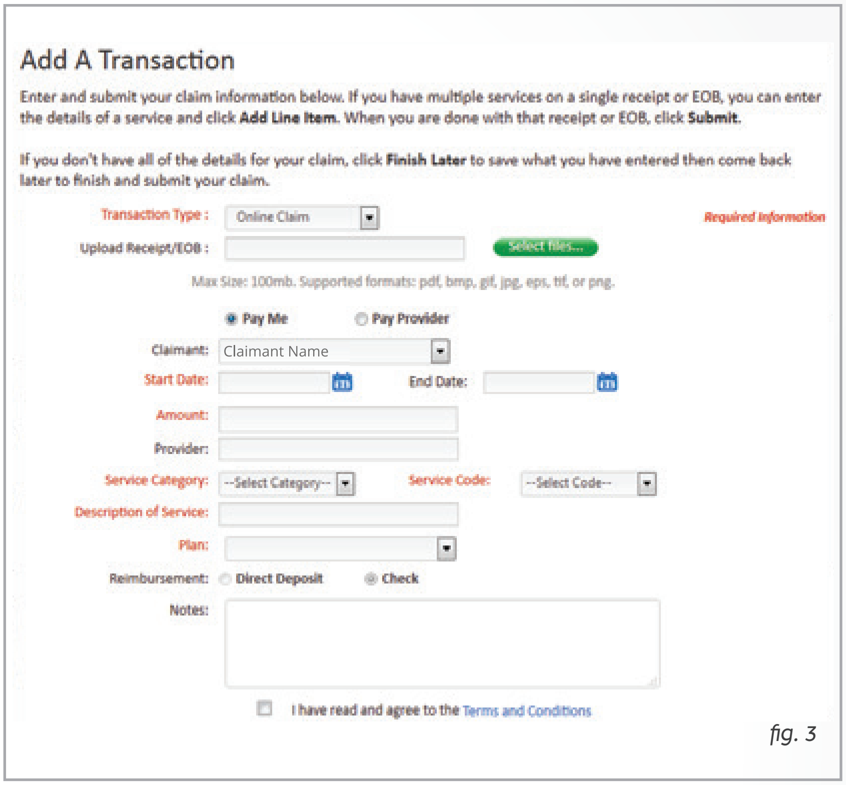

fig. 3

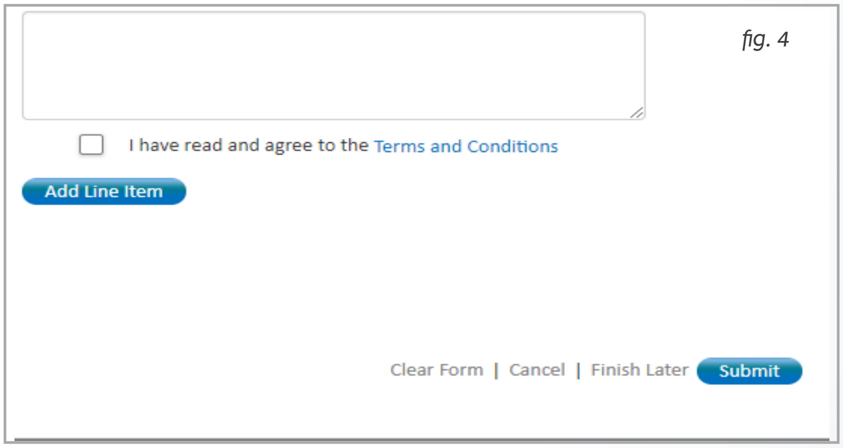

fig. 4

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