



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)
- Step 3:** From the Transactions page, click the green **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.
- Step 5:** **Upload Receipt/EOB** using the green 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.



fig. 1

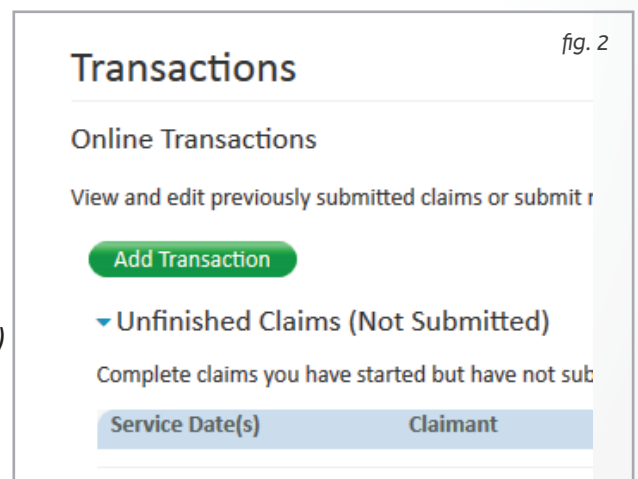


fig. 2

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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 **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.

Add A Transaction

Enter and submit your claim information below. If you have multiple services on a single receipt or EOB, you can enter the details of a service and click **Add Line Item**. When you are done with that receipt or EOB, click **Submit**.

If you don't have all of the details for your claim, click **Finish Later** to save what you have entered then come back later to finish and submit your claim.

Transaction Type: Required Information

Upload Receipt/EOB:

Max Size: 100mb. Supported formats: pdf, bmp, gif, jpeg, eps, tif, or png.

Pay Me Pay Provider

Claimant:

Start Date: End Date:

Amount:

Provider:

Service Category: Service Code:

Description of Service:

Plan:

Reimbursement: Direct Deposit Check

Notes:

I have read and agree to the [Terms and Conditions](#)

fig. 3

I have read and agree to the [Terms and Conditions](#)

Clear Form | Cancel | Finish Later

fig. 4