

Submit Claims to Your Sponsor

Last Modified on 09/14/2020 1:42 pm CDT

Once you have finished entering claim data for the month, you must submit your claim to your sponsor for processing.

Note: You must have appropriate user permissions to view and submit claim data.

1. From the menu to the left, click **Claims**. The List Claims page opens.
2. Click **Submit** in the Submitted column.
3. Click **Yes** at the agreement prompt. Your claim is submitted to your sponsor, and the Submitted button is replaced with the date you submitted the claim.