

Submit Claims to Your Sponsor

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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**.
2. Select **List Claims**. The List Claims page opens.
3. Click **Submit** in the Submitted column.
4. 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.