



# How to Submit FSA Claim Substantiation Online

- Visit <https://www.ebpabenefits.com/groupsearch>
- Enter your Employer Name and click **“Search”**
- Then click on the **employer** link in red.
- Select the appropriate reimbursement account **tile** to submit substantiation.
- Log into the **“EBPA WealthCare Portal”** with your username and password.
- If you do not have a username and password, you will need to register for a login.
- Select **“Transactions”** under **Accounts**.
- Check **Pending/Processing box**, then click **“Add Receipt”** next to the pending transaction.
- Scan itemized receipt(s) and upload using the **“Browse”** button.
- Click **“Submit”** to submit receipt.

A screenshot of the EBPA Transactions page. The page has a red header with the word "Transactions" in white. Below the header, there are several filters: "Year" set to "2020", "Plan" set to "All", and "Type" set to "All". To the right of these filters is a red button with a white arrow icon and the text "EXPORT TO EXCEL". Below the filters, there is a dropdown menu that says "Which transactions do you want to see? Select here". Underneath the dropdown are four colored boxes with labels: a green box for "Approved/Posted", a red box with a checkmark for "Pending/Processing", a blue box for "Authorized", and an orange box for "Denied". To the right of these boxes are two icons: a magnifying glass for "SEARCH FOR TRANSACTIONS" and a printer icon for "PRINT TRANSACTIONS". The main content area shows a transaction summary: a balance of "(\$558.<sup>07</sup>)", the account name "Flexible Spending Account - 10804FSA", the status "Pending", the card name "Card LENS-CRAFTERS 0208", and the date "Jan 1, 2020". To the right of this summary is a red button labeled "ADD RECEIPT" and a document icon.

- When completed, the receipt icon will appear next to the **“Add Receipt”** button with the number of receipts added to the transaction.
- Providing your receipt meets the proper requirements, your transaction will be approved within 72 hours.
- To exit the Debit Card system, click **“log out”**
- **Please note:** Upload file must be DOC, DOCX, PDF, GIF, JPG, TIFF or TIF format and must be less than 10MB in size.