How to submit wellness reimbursements

Step 1: Follow the link: https://secure.bcbsvt.com/blue_reimbursement_form

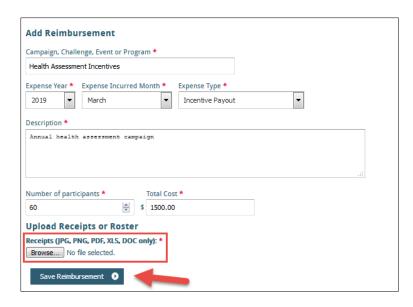
Step 2: Enter your company information into PART 1. You will receive a confirmation receipt at the e-mail address provided. Click "Continue".

Accounta	ble Blue R	eimburse	ement Form
PART 1 PAR	RT 2 FINISH		
Group Informa	tion		
Please complete all in	nformation.		
Group Name *			_
First Name *	Last Name *		
Email *			
Email *			
Email * Street Address *			
	nal)		
Street Address *	nal)	Zip★	
Street Address * Address line 2 (option		Zip *	
Street Address * Address line 2 (option	State *	Zip*	

Step 4: Begin entering your reimbursement information by clicking "Add Reimbursement"

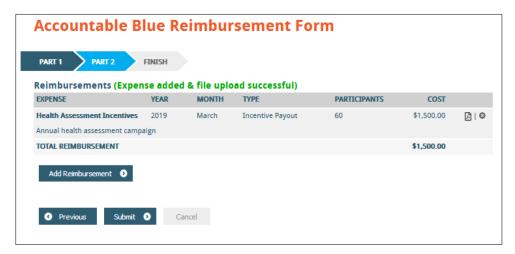


Step 5: Enter in the details about your reimbursement request. If you are submitting a reimbursement for multiple programs, campaigns or initiatives each of these must be added separately. Once you've entered in the information, upload the supporting documentation such as receipts for purchases or employee lists for payroll reimbursement. Once finished, click "Save Reimbursement"



Step 6: If you have additional reimbursements to add – click "Add Reimbursement" and include additional information until you are finished and then click "Submit".

Step 7: Review all of the information that you entered. When complete, click "Submit".



You will receive a confirmation message and confirmation number for your reimbursement request as well as an automatic e-mail confirming submission. The reimbursement will be processed on the next scheduled monthly payment date.

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