

How to Make Distributions Online



Making online distributions is simple.

1.

Once you have logged into your account, select the **“My Benefits”** tab in the top navigation bar.

2.

Click **“Access Now”** next to your benefit listing.

3.

Click the **“Enter New Claims”** box on the left side of your screen.

4.

Select the **“Claim Category”** from the drop-down menu provided and hit **“Continue.”**

5.

Enter the **“Claim Details”** and **“Select Payee.”** You can choose to have the payment sent to yourself or to your provider. Then click **“Continue.”**

6.

Next, you will have the option to **“Enter Another Claim”** or **“Submit”** the claim that you just entered.

7.

Once you click **“Submit,”** you will be taken to the **“Claim Success”** screen. We recommend that you print this page for your records.