

[www.FloresHR.com](http://www.FloresHR.com)

### Claim Filing Options:

**For Fast Processing, claims should be submitted via the portal or FloresHR mobile app.**

- **File your claim online:** Log in to your account at <http://accounts.floreshr.com> to submit your claim electronically.
- **Email your claim form:** Send your itemized receipts/EOBs and completed claim form to [myclaims@floreshr.com](mailto:myclaims@floreshr.com).
- **File your claim via fax or mail:** Claim details may be added to a completed claim form and faxed or mailed with documentation. **Fax:** 321-445-9621, **Mail:** FloresHR PO Box 1028 Allen Park, MI 48101

---

### Instructions to fill out this form:

- Complete ALL participant information. Please provide your employer name without abbreviation.
- Use your documentation to complete each section of the form, including the following items:
  - **Date of Service**
  - **Type of Service**
  - **Out-of-Pocket Cost**
  - **Provider Name**
  - **Patient Name**

---

### Tips For Claim Submission

- HRA plans vary widely, so please consult your plan documents for details.
- You must attach an itemized bill or explanation of benefits (EOB) form for healthcare expenses. In many cases, an EOB is required for HRA claim submission; please consult your plan documents.
- Only submit claims for eligible expenses. Please see your plan documents for information on eligible expenses for your HRA.

### Tips For Documentation

- Ensure that the documentation is legible.
- Documentation must clearly show date of service, type of service, out-of-pocket cost, provider name, and patient name.
- Canceled or copies of checks and credit card receipts are not acceptable for submission.
- If multiple pieces of documentation are attached, please circle the dollar amount that is being claimed on each piece of documentation.
- The use of a highlighter will cause highlighted areas to become illegible. Please do not use highlighter on your documentation.

### Tips For Reimbursement

- Reimbursements can be sent directly to your preferred bank account by enrolling in Direct Deposit. You may add your direct deposit information on the participant website, <https://accounts.floreshr.com>.
- Reimbursements are sent via check through standard mail to the home address on file with FloresHR unless you are enrolled in Direct Deposit.
- For fastest processing, please upload your request to our participant portal, <https://accounts.floreshr.com>.
- Once your request is processed and approved, reimbursement will be issued within 1-2 business days.
- You will be notified via email of the status of your claim if we have a valid email address on file. To update your email address, please log in to your account at <https://accounts.floreshr.com>.
- Send only photocopies of your claim form and documentation—keep the originals for your records if submitting via postal mail.

Want faster reimbursement? Skip the form!

Submit your claims using the FloresHR mobile app or at <https://accounts.floreshr.com>.



##64T01605#####

