

REIMBURSEMENT LOGIN & CLAIM SUBMISSION

SUBMIT A CLAIM & CHECK BALANCES

ONLINE:

www.ProvidenceHealthBenefits.com

click on "Client Access" and then "Employee Login"



MOBILE APP:

Download the PHB Flex / Providence Health Benefits app through the Apple Store or Google Play Store



USERNAME: first initial + full last name + last 4 digits of SSN (jdoe1234)

PASSWORD: **password1** You will then be prompted to set-up security questions and a new password

If neither reimbursement method is available to you, please call our office to discuss alternative methods.

SET-UP DIRECT DEPOSIT

1. From the **Home Page**, under the **Tools & Support** tab, click **Change Payment Method** under the "How Do I" section
2. Select the **Update** for the appropriate plans.
3. Select **Reimburse Myself Using Direct Deposit** and **Update Bank Account**.
4. Enter your bank account information and click **Submit**.

