

Pay Your Provider Directly Using “Pay Them” Feature



PayFlex® has made using your funds simple by offering you another way to file your claims. Not only can you continue to file claims using Pay Me, but you can also pay your healthcare and/or dependent day care provider directly using Pay Them!

To pay your provider

- At HealthHub.com, select **Employee Account Login**.
- Enter **Username & Password**.
- Click on **File a Claim** under **Quick Links**.
- Then select **Pay Them** to pay your healthcare provider directly.



- Select your payee from the drop down menu and click **Next** or add a new payee by selecting the **+** symbol.
- If you are adding a new payee, complete all required fields, click **Save**, then click **Next**.



- Enter your contact number; statement date and invoice number (if applicable), patient name and any comments you may have, then click **Next**.

Required Field*	
Your Contact Number*	123-456-7890
Statement Date	12/01/2010
Invoice Number(s)	98765
Patient Name*	Jane Doe
Comments (250 Characters)	
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>	

- Fill in your claim information and click **Next**.

Expense Type	Expense Begin Date	Expense End Date	Dependent Name	Amount
Dental	11/29/2010			200.00
<input type="button" value="ADD ANOTHER CLAIM"/>				
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>				

- Verify your claim information is correct and click **Next**.

Payee Information		Payment Information	
John Doe 12345 STREET SAMPLE CITY, NE 65432		Contact Number 123-456-7890 Statement Date 12/01/2010 Invoice Number 98765 Patient Name Jane Doe Comment	
Healthcare (FSA)		\$200.00	
Total Payment		\$200.00	
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>			

- Choose to fax or upload your documentation. If you select “Fax”, please send the form and itemized receipts to (866) 932-2567. To “Upload”, your documentation must be in PDF format.

Receipts must be in a PDF format and less than 5MB in order to upload them.

- If you have elected to receive electronic notifications, you will receive a notification from PayFlex when your claim has been processed.