How to Upload a claim through the website at www.iatsenbf.org

- Login to your website account
- Click the box to accept the “Terms and Conditions of Use”
- You will be brought to the “Dashboard” page

- Under the Health & Welfare Panel, find and click the box:

  ![MRP History / New Claim](image)

- Under the “New Claims” section (upper left of screen) click on:

  ![Submit a New Claim](image)

- A box will slide in: click the box in the lower left “Certification and Conditions of Reimbursement” agreement and click on “proceed”

  ![Proceed](image)

- Click on your name or the dependent whose claim you are now submitted for reimbursement.

![New Claim Submission](image)
- Only 1 dependent can be uploaded per claim
- Then click “Step 2” – in the lower right of the screen

- Verify the mailing address is correct and/or switch to direct deposit
  - If switching to direct deposit, you must have already submitted your bank account information prior to this step
  - Then click “Step 3” – in the lower right of the screen

- Click on button to find the documents you wish to upload
- Click on each document you wish to upload (see example below)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Counsel Letters</td>
<td>7/8/2014 11:02 AM</td>
<td>File folder</td>
</tr>
<tr>
<td>Performant Recovery-12-10-15.doc</td>
<td>10/15/2014 4:02 PM</td>
<td>Microsoft Word 9...</td>
</tr>
<tr>
<td>Subpoena response - Fund name issue.doc</td>
<td>11/14/2011 1:38 PM</td>
<td>Microsoft Word 9...</td>
</tr>
<tr>
<td>Subpoena response - HIPAA.doc</td>
<td>11/14/2011 1:38 PM</td>
<td>Microsoft Word 9...</td>
</tr>
</tbody>
</table>

- When complete with your document uploads, click on “Submit Claim” in the lower right of the screen
- Continue this process for each dependent you have claims you wish to submit for reimbursement