

How to File for FSA Reimbursement

Glynn Griffing & Associates offers several options for you to file your reimbursement requests:

1. Access your online portal through our website at <https://glynn.info>. Click the **FSA Login** button to login or register for access.
 - After you login to your account, select **Submit Claims** option located under the **Claims** tab.
 - Then, complete the required fields, upload your documentation, click statement verification and **Submit**.
 - You will have the option to add additional claims after submitting initial claim.
 - You can check the status in **Claims Activity** option under the **Claims** tab on main menu. If the status indicates **Pending**, then we are still processing your claim.
2. Complete a Reimbursement Request Form and attach EOB (Explanation of Benefits), itemized bill, or printout of prescriptions from your pharmacy. (*Don't forget to sign and date the form.*)
 - For Dependent Care claims, documentation must include the Tax ID number of the provider.
 - Submit your reimbursement request by scanning and emailing, faxing, or mailing the claim form to our office.
 - Make sure scanned claim forms and documentation are saved as a PDF file when emailed to our office.

You will be notified if additional information is required to process your claim.

If you have any questions, please contact our office.