

How to Submit an Online Claim for Reimbursement

1. Login to your account at <https://glynn.info> by clicking on the **FSA Login** button in the upper right-hand corner. (*You can register after clicking Login button if you have not already done so. Login instructions can be found on our website.*)
2. Select **Submit Claims** option located under the **Claims** tab on the menu bar.
3. Complete the required fields, upload your documentation, click statement verification and **Submit**.
4. You will have the option to add additional claims after submitting initial claim.
5. 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.

If you have any questions, please contact our office.