

How to Submit a Claim

We make claim submission easy by allowing claims to be submitted several different ways. Please be sure to include documentation that shows the date of service, type of service, and cost of service such as a Statement of Services or Explanation of Benefits (EOB). If you submit via email, fax, or mail, please include a claim form (also attached).

Email: claims@naviabenefits.com

Fax: 866-535-9227

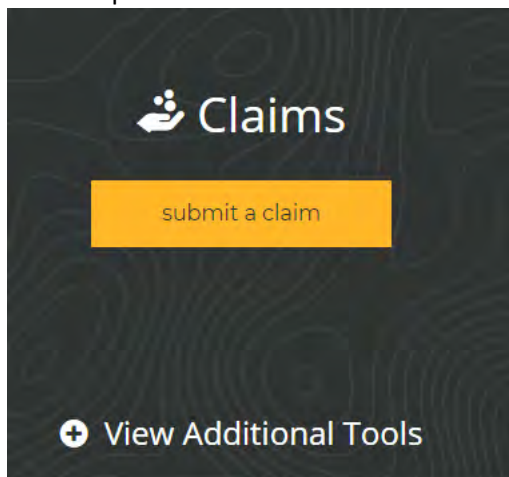
Mail: Navia Benefit Solutions

P.O. Box 53250

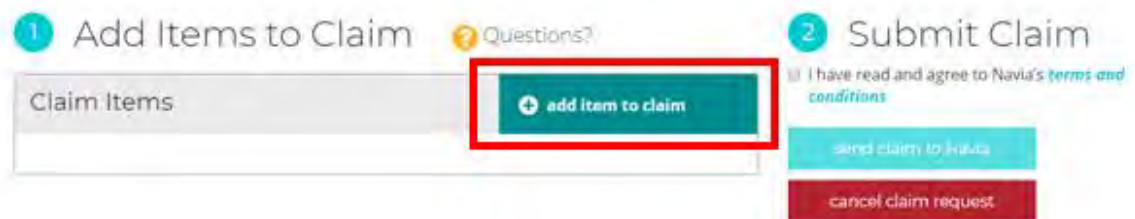
Bellevue, WA 980158

Online:

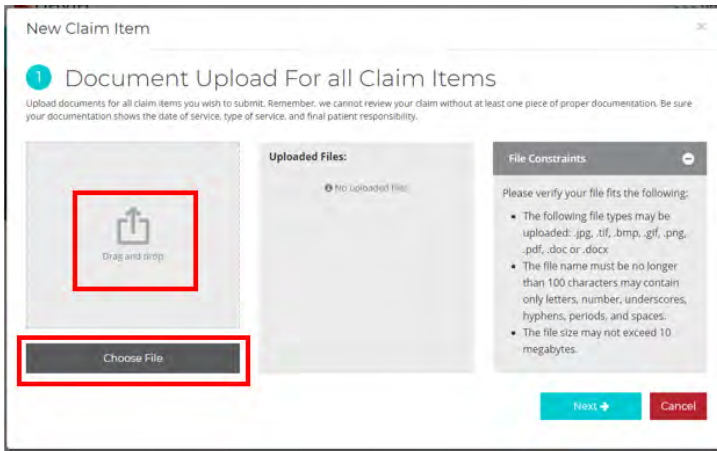
- 1.) Log in to your account at <http://www.naviabenefits.com>
- 2.) At the top of the screen click on the button under the hand logo that says "Submit a Claim":



- 3.) Click on "add item to claim":



- 4.) Either drag and drop your documentation into the window or click "Choose File" to upload your paperwork:



- 5.) Enter your claim information on the Claim Submission Tool screen. You can drag and drop your documentation. Please note that if you leave this page, your claim will **not** be saved.
- 6.) Your claim will be processed in 2-3 business days. You will receive a notification via email when your claim has been posted and when the disbursement pays out.