

Submit your FSA claims online

1. Log on to tristar.summitfor.me



2. Click on  located in the middle of the screen
3. Click on "Add Transaction"

A screenshot of the FSA Claims Management web application. The top navigation bar is dark blue with links for Home, Coverages, Transactions (highlighted), and Cards. Below the navigation bar, the page title is "Transactions". There are three sub-links: Transaction History, Claims Vault™, and Transactions. The main content area is titled "Online Transactions" and contains the instruction: "View and edit previously submitted claims or submit new claims. Submit a new claim by clicking Add Transaction." Below this is a green "Add Transaction" button. There are three sections of claims: "Unfinished Claims (Not Submitted)", "Submitted Claims (Unpaid)", and "Processed Claims (Paid)". Each section has a table header and a message "There are no records to display." The "Processed Claims (Paid)" section has one record in its table.

Service Date(s)	Claimant	Amount	Provider/Merchant	Payment Method
There are no records to display.				

Claim Number	Service Date(s)	Claimant	Amount	Provider/Merchant	Payment Method
There are no records to display.					

Claim Number	Service Date(s)	Claimant	Amount	Provider	Payment Method	Check Number	
1	05/27/2021	Test Person	\$50.00		Check	1	View Details

4. Select Transaction Type “Online Claim”.

Add A Transaction

Enter and submit your claim information below. If you have multiple services on a single receipt or EOB, you can enter the details of a service and click **Add Line Item**. When you are done with that receipt or EOB, click **Submit**.

If you don't have all of the details for your claim, click **Finish Later** to save what you have entered then come back later to finish and submit your claim.

Transaction Type : *Required Information*

Upload Receipt/EOB : Max Size: 100mb. Supported formats: pdf, bmp, gif, jpg, eps, tif, or png.

Pay Me Pay Provider

Claimant:

Start Date: End Date:

Amount:

Provider:

Service Category: Service Code:

Description of Service:

Plan:

Reimbursement: Direct Deposit Check

Notes:

I have read and agree to the [Terms and Conditions](#)

Line Item Claims

Clear Form | Cancel | Finish Later

5. Choosing Online claim allows you to upload the receipt in the form a pdf document, bump, gif, jpg, eps, tif or png. Click on upload a file.

6. Enter the claims information.

7. Click Add Line Item

8. Click Submit in the lower right hand corner.

9. You will receive reimbursement for the claim via a check in the mail or direct deposit if we have your banking information on file. Reimbursements are issued on a Bi-weekly basis.