

Please click on the link shown in Step 2 on the landing page for your Tuition Reimbursement Program or visit <https://benstrat.navigatorsuite.com> to login.

Returning Users: If you have previously set up a User Name and Password for your Benefit Strategies account, even if for a plan other than Tuition, please use those credentials to log in.

New Users: If you've never logged in to your Benefit Strategies account before, please use the New User link on the login page to set up your User Name and Password. Please note that you will not be enrolled until we have processed your first application.

1. Once logged in, look for the Message Center area on the Home tab and click on the *Receipt(s) needed to approve your claims* link. (Tuition documentation is termed a "receipt" in this system.)

The screenshot shows a user dashboard with a top navigation bar containing 'Home', 'Dashboard', 'Accounts', 'Tools & Support', 'Statements & Notifications', and 'Profile'. On the left, there is a sidebar with 'I Want To...' and buttons for 'Manage My Expenses', 'Available Balance', and '2015 Tuition Reimbur...' showing a balance of '\$3,500.00'. The main content area features a 'Welcome' message and a 'Message Center' with 4 notifications. One notification states: '! 2 receipt(s) needed to approve your claims'. Below this, there are links for 'Download Mobile App', 'View More', and 'Manage my notification preferences'.

2. Any claims for any plans you have through Benefit Strategies that currently require a receipt will be listed. Look for the row(s) for the Tuition plan, and click on the *Upload Receipt* link in the final column of the row.

Receipts Needed

Plan	Date of Service	Merchant / Provider	Recipient	Claim Amount	Receipt Status	
2015 Tuition Reimbursement	8/1/2015 - 12/20/2015	Intro to Business	Susan Test	\$750.00	New Needed	Upload Receipt View Confirmation Review Requests

3. You will need to have your documentation saved on your computer so you can use the Choose File button to browse and attach the documentation, and then click Submit. (Documentation can be in the form of a jpeg, screenshot or Word/PDF document.)

The screenshot shows a dialog box titled 'Upload Receipt(s)'. It contains a 'Choose File' button, the text 'No file chosen', and a 'Remove' button. Below this, it states: 'Receipts must be in a JPG, GIF, PNG or PDF format and cannot exceed 2 MB' and 'Add Another Receipt'. At the bottom, there are 'Cancel' and 'Submit' buttons.

Note: You can upload multiple receipts to one claim by using the 'Add Another' Receipt' option.

Download the Benefit Strategies mobile app for Android or iOS and you can submit all your documentation through the app, using your device's camera, instead of logging in online!

Note on Payments:

Payments are made via Direct Deposit or check mailed to your home address.