

Next, you will be prompted to choose from which account you are requesting reimbursement. If you have multiple P&A accounts, make sure you select the appropriate account.

Enter the service dates. Click **Continue** and enter the dollar amount requested for the claim. Click **Continue**.

If you need to attach a document, click **Browse files** and then select the documents you want to upload. After all documents are attached, click **Continue**. *In order to successfully upload a document, the document must be saved electronically on your computer, laptop or tablet.*

View summary of uploaded claims. If you want to submit another claim, click **Add Another Claim**. *This option will automatically select the same claim type you previously chose. If you want to submit a different claim type, you must first complete the current claims process.*

Once you are finished uploading your claims, click **Submit Claim**.

Authorization Agreement. You must check the box and select **Submit**.

Confirmation Number. A confirmation containing a UPV number will be sent to your e-mail address we have on file. If you have not provided your e-mail address to P&A Group, please write down your UPV number and store it in safe place. You will need this number to track your claim on our website, or when inquiring about a claim to P&A Group's customer service team.