

How To Submit An Out Of Pocket Claim (PostPay)

Welcome to Aya.

The new way

to pay for

health and

wellness.

Get started



## Overview

PHARMACY

REG 12-2 CLERK 2

> This document contains instructions on how to submit an Out of Pocket claim through your Aya Care app

## Aya Support

support@ayacare.com or 1-888-427-6682











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<	Add Receipt New Claim	
	Please upload a picture of your	receipt
	Add Receipt	
	Take Photo	
	Choose Existing	
	Cancel	

Step 1 Log into your Aya Care mobile app and select the green "+" symbol at the bottom middle of your screen **Step 2** Select Out of Pocket Expense

**Step 3** Review the attestations and select continue **Step 4** Upload your receipt of the item you wish to claim

Note : If you do not have a receipt continue to step 7. Your claim will be saved in draft status until an image is uploaded Step 5 Select Add Receipt and choose either Take Photo or Choose Existing







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<	Claim items #H000000092	Save
Item 1 of 1		
👤 Who was	his item for?	>
What was	this item for?	>
Amount pa	id for item	\$0.00
Was this item r group benefits	aimbursed in part or i blan?	n full by a
Yes		No
	⊧ Add Another Item	
	Continue $\rightarrow$	





Step 6 Select Image and press continue

Step 7	Step 8	Step 9
Complete the the required fields:	Confirm who the item being	Select what was this item for
<ul> <li>Total Amount Paid</li> </ul>	claimed for	
• Amount You Wish to Claim	(either yourself	
• Date of Transaction	or your	
Select Continue	dependent)	

Select Continue

Step 10 Select from one of the categories of eligible expenses

Note Some items may include sub categories





# Step 11

Input the amount paid for item. This should equal the same amount in step 7 "Amount you wish to claim"

If your item requires a prescription please upload the prescription photo in this section as well

#### Select Continue

Note - You can submit multiple expenses on one claim as long as:

- The expense dates are the same
- The expense is for the same category (i.e. dental)

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<	Review Claim Submission	Save
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	Yes No	
eceipt Pl	hoto	
		_

Step 12
Input your banking
information:

Bank name
Financial Inst. #
Branch Transit #
Account #
Account nickname

In order to fulfill repayment of the claim submission your banking information is required. If you have

information is required. If you have already completed this through enrolment you will be redirected to the next screen automatically

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Continue →	Continue →		+ Add	Another Ite	em
Continue →	Continue →				
			Ca	ontinue -	<b>→</b>

## Step 13

Review your claim submission and if all the details appear correct, select continue



### Step 14

Confirmation that your claim has been submitted. Select done. Once you select done you will be brought back to the main screen. You can see here that the claim has been submitted