

# Guide to Substantiating Debit Card Transactions



**SUBSTANTIATION  
IS SIMPLE**

There are several ways to submit documentation.



Online

Uploading is a quick, efficient way to submit documentation, and it only takes a few minutes.

**Step 1:** Log in.

**Step 2:** Click on Receipt(s) Needed under the Home tab.

**Step 3:** Click on Upload Receipt beside the claim to which you would like to upload your documentation.

**Please note:** The maximum file size for an upload is 2MB, and the receipt must be in a JPG, GIF, PNG, or PDF format.

**Step 4:** You will be prompted to upload supporting documentation. Browse your documents and select the correct attachment. Once documentation is attached, select Upload.

**Step 5:** Once uploaded, you will receive confirmation and you will see a receipt status of Uploaded for that claim. This means your documentation has been submitted and will be processed within two business days. If further documentation is needed, you will be notified via email. If an email address is not on file, you will be notified via mail.



Fax or Mail

Submit the Receipt Reminder with documentation to Discovery Benefits via fax or mail.

**Fax:** 1-866-451-3245

**Mail:** Discovery Benefits, PO Box 2926, Fargo ND 58108-2926

## Message Center <sup>3</sup>

! I receipt(s) needed to approve your claims ⓘ

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