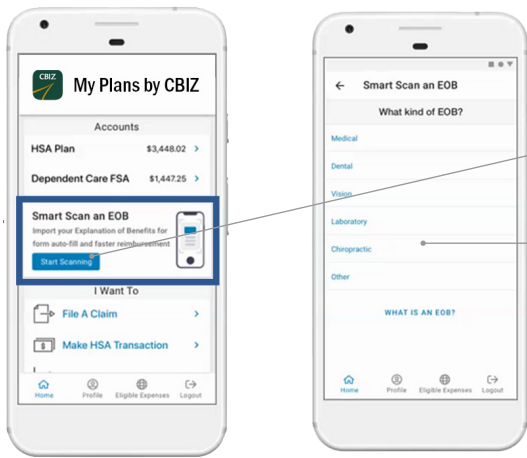


Smart Scan EOB

MOBILE APP GUIDE



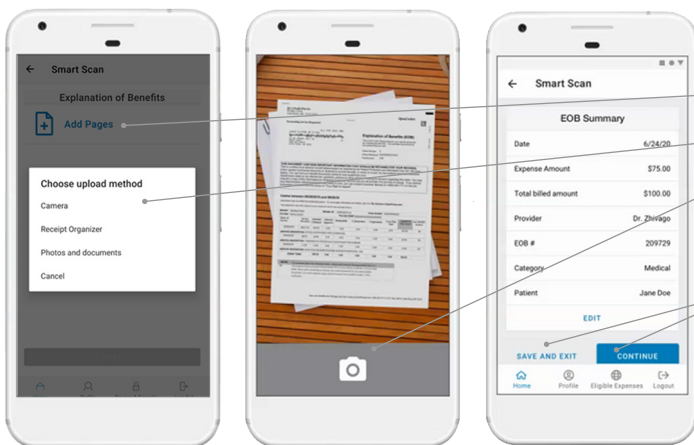
Create a claim for reimbursement and track eligible expenses by scanning your explanation of benefits (EOB) using your *My Plans by CBIZ* mobile app.



ACCESS SMART SCAN

1. Open the *My Plans by CBIZ* mobile app and sign in.
2. From the app home screen, press **Start Scanning** under *Smart Scan an EOB*.
3. Choose **what kind of EOB**.
4. Select your insurance carrier.

(At this time, CBIZ accepts Aetna | BlueCross BlueShield of Alabama, Illinois, Massachusetts, Michigan, Minnesota, Tennessee, Texas | CareFirst BlueCross BlueShield | Cigna | MetLife Dental | UnitedHealthcare)



SCAN, REVIEW, & SAVE OR SUBMIT

1. Select **Add Pages**.
2. Choose your **upload method**.
You can take a photo of your EOB using your phone's camera for direct upload.
3. Review the information on the EOB Summary screen.
4. Select **Save and Exit** to add your EOB to expenses and go to the expense dashboard, or select **Continue** to create a claim for reimbursement.

Please note, if there are multiple claims on your EOB, you will be asked to select a specific claim to continue.

ADDITIONAL INFORMATION

You may receive an error message when scanning your EOB stating the service date is difficult to read or some data is missing. This may require rescanning your EOB, or you may be given the option to enter the missing data.



CBIZ Human Capital Management

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