



QUICK & SECURE FLEX CLAIMS SUBMISSION

The Allegiance web site allows for the electronic transmission of your flex claim to a secure Allegiance site. All you need to use this site is an electronic version of your expense documentation. Simply scan or download the documentation necessary for your claim, save the file on your computer and follow the instructions below:

Online claim submission Instructions ~

1. To access the secure site, go to the Allegiance web site www.allegianceflexadvantage.com.
2. Under the “Employee Information” tab, click on “Submit a claim online” then, “Online Claim Submission”.
2. Click on “*Employee login.*”
3. Enter your “*Participant ID*” (SSN or ALT ID; no dashes or spaces).
4. Click “*Login.*”
5. Click on the type of reimbursement you wish to submit.
6. Complete the form.
7. Click on the “*Browse*” button to search your system, double click on each file you want to transmit (claim documentation files), and click on “*Add.*” Repeat this for each file you wish to send. The maximum file size and file type allowed is shown above the “*Browse*” button.
9. Click the certification box.
10. Click “*Submit.*”
11. Your claim has been submitted and will be processed.