

How Do I File HRA Claims?

- Seek appropriate medical treatment
- Obtain copies of Explanation of Benefits (EOB)
- Submit your claims by mail, fax, online, **OR** with the app.
- **Fast reimbursements!** Claims that are submitted by Friday are paid the following Friday
- DBS will track your claims and begin paying out reimbursements appropriately

Mail →

1. Complete HRA Claim Form, then sign & date
2. Mail Claim Form & EOBs to DBS at Diversified Benefits Services, Inc.
PO Box 260 Hartland, WI 53209

Fax →

1. Complete HRA Claim Form, then sign & date
2. Fax claim form & EOBs to Diversified Benefits Services (DBS) to (262)367-5938

Online →

1. Log in to your DBS "A.S.A.P." online account at <https://www.dbsbenefits.com/>
Employer PIN: **AstoriaSD**
2. Click on Claims, then Online Claim Entry, then Enter A Claim
3. Complete the Online Claim Form
4. Select Attach Image or Fax/Mail
5. Click on Add Claim Image(s), then click on Browse. Locate the .pdf or .jpg claim image you have stored on your computer
6. Click Open, then Save
7. Click Accept Claim
8. Click Add Another Claim if you have additional claims to enter
9. Click Submit Claim(s) to DBS after you have entered all of your claims
10. Sign your claim form by checking the "Certification" box and clicking Submit

App →

1. Create your A.S.A.P. account online at <https://www.dbsbenefits.com/>
2. Download A.S.A.P. app from your favorite app store
3. Login using your A.S.A.P. name and password, click "File a Claim"
4. Take a picture of use an existing photo, click "Attach Image"
5. Select the Benefit Plan Type (HRA)
6. Enter dollar amount, answer questions, click "Submit"
7. Please note: After initial setup, submitting claims via the app will only require steps 3-6.

Contact: DBS Customer Service
(800) 234-1229

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