



Scheduled Claims Setup – PCO Account

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Don't get bitten by COBRA administration

ConnectYourCare was proud to partner with Elevate Benefits to present a new SHRM webinar for benefits professionals, "Don't Get Bitten by COBRA Administration." It's now available on demand, so you can watch it today to learn the COBRA mistakes to avoid.

[WATCH THE WEBINAR NOW](#)

Login to the Portal

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We're connecting people to the benefits they need. Which best describes you?



I'm an Employee



I'm an Employer



I'm a Broker



I'm a Health Plan

Account Landing Page

Home **Claims** 1 Tools and Resources Help Make a Payment

Last login: Wednesday November 07, 2018

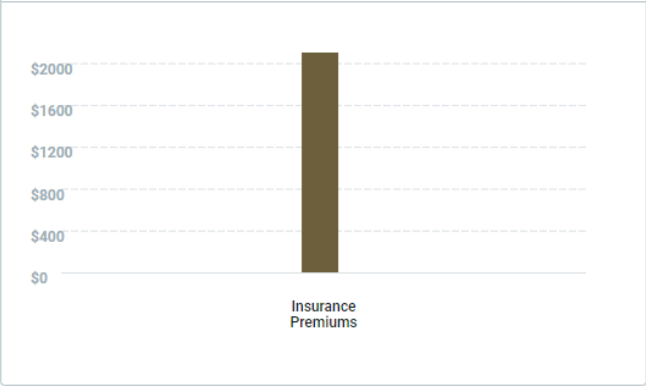
General Purpose HRA - Premium Conversion Plan

BALANCE
\$175.00

Last Day to Incur: N/A | Last Day to Submit Requests: N/A

EXPENSE SUMMARY

TOTAL EXPENSE
\$2100 Last 12 Months ▼



Category	Amount
Insurance Premiums	\$2100

I Want To...

- More actions... ▲
- Create Transactions Report
- Set up Recurring Claim**
- View All Claims

It's a cliché but it's true, there really is an app for that! Our app makes it easier than ever to manage your accounts on the go. [Learn more.](#)

More time for the fun in life
myCYC, our new and improved mobile app, make it easier to manage your account.

Download on the App Store | GET IT ON Google Play

Select the "I Want to..." Menu and click on Set up Recurring Claim

Set up Recurring Claim

Claim Schedules Page



Close

Claim Schedules

You may quickly and easily set up claims to be automatically created on a schedule, saving you time on your recurring claims. Or, use the feature to schedule a claim for a one-time future payment.

Claims may be set according to the following schedules: one time, monthly, on the day of your choice, the 1st and 15th of every month, weekly, or biweekly. Once a claim schedule is set up, claims will be automatically created according to the schedule you selected.

Claims that do not require documentation will pay out automatically according to your payment preferences. Claims that require documentation will be automatically created, but will not be processed until documentation is submitted.

You may view, delete and create new claims schedules at any time.

Select "Create a Claim Schedule"

[Create a Claim Schedule](#)

ACTIVE SCHEDULES

Vendor/Provider	Next Claim Create Date	Service For	Service Type	Claim Amount	Status	Actions
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You do not have any claims scheduled. Click "Create a Claim Schedule" to schedule any future one-time or recurring claims.

Create a Claim Schedule (Page 1)

ENTER CLAIM DETAILS

CLAIM AMOUNT* 1 Enter the Claim Amount

SERVICE FOR 2 Ensure the Correct Member is Selected

SERVICE TYPE* 3 Select the Service Type: Health Insurance Premiums

[Add Dependent](#)

VENDOR/PROVIDER* 4 Enter the Vendor/Provider

DESCRIPTION 5 Enter an optional Service Description

PAY TO* 6 Enter frequency of recurring claim to monthly

[Add New Payee](#)

Pay To Information

Direct Deposit:

Routing Number:

Account Number:

Account Type:

ENTER SCHEDULE DETAILS

TYPE

Recurring One Time

FREQUENCY 7 Enter day of month for payment, start and end date

ON* 8 Click Continue

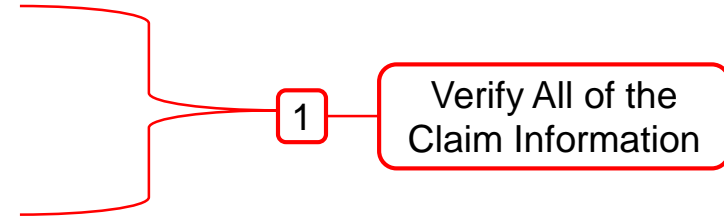
START DATE*

END DATE*

Scheduled Claim Verification Page

REVIEW SCHEDULE DETAILS

CLAIM AMOUNT	SERVICE FOR	SERVICE TYPE	VENDOR/PROVIDER	DESCRIPTION
\$		Health Insurance Premiums		
PAY TO	FREQUENCY	PERIOD	CREATE ON	FUTURE CLAIM DATES
	Recurring			



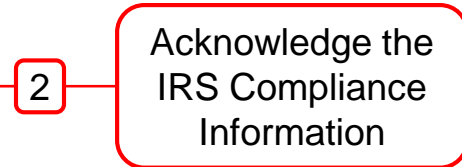
ACKNOWLEDGMENT

I certify that when I submit this claim, these expenses have been incurred by me or another person eligible under my plan. I understand that if documents are owed on this claim in compliance with IRS requirements, that payment will not be processed until sufficient documentation is received.

I hereby authorize ConnectYourCare to issue payment or reimbursement, on my behalf, for these expenses using my ConnectYourCare account information.

I acknowledge and understand that some of my account information will be sent to the relevant provider as listed on the claim, and it is the provider's responsibility to accept and process the payment as directed. I further understand that it may take up to 60 days from when the provider receives the payment information for the transaction to be finalized in my account. I agree not to hold ConnectYourCare liable for any damages resulting from a provider's decision not to accept a payment issued via this portal. I further understand that ConnectYourCare will return any unclaimed or denied payment amount to the balance of my account, as appropriate, and that ConnectYourCare is under no obligation to issue payment on my behalf if I do not have sufficient funds in my account.

Accept



Back Cancel Save



Scheduled Claim Verification Page

Connect Your Care

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Create a Claim Schedule

1. Details 2. Review 3. Confirmation

Review Schedule Details

Claim Amount: **\$50.00**
Service For: **Timothy**
Service Type: **Acupuncture**
Vendor/Provider: **John's Acupuncture**
Description:
Pay To: **Timothy**
Frequency: **Recurring**
Period: **03/01/2017 - 12/31/2017**
Create On: **Monthly on the 1st**

Future Claim Dates: **03/01/2017**
04/01/2017
05/01/2017
06/01/2017
07/01/2017

Acknowledgment

I certify that when I submit this claim, these expenses have been incurred by me or another person eligible under my plan. I understand that if documents are owed on this claim in compliance with IRS requirements, that payment will not be processed until sufficient documentation is received.

I Accept

[Back](#) [Cancel](#) [Save](#)

Select "Save"

Scheduled Claim Confirmation Page



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 **Success! Claim Payment Schedule Has Been Created.**

1. Details 2. Review 3. Confirmation

I want to...

- ★ [View Schedule Details](#)
 - [Go to Schedule Claims](#)
 - [Update Email Address](#)

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