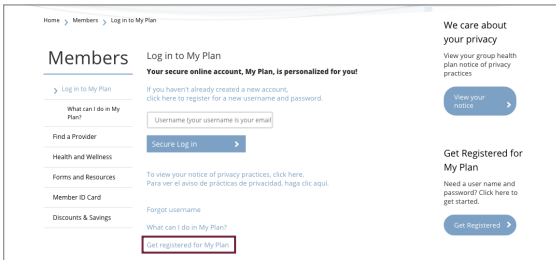
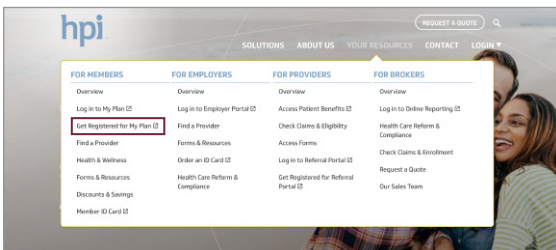


# Submitting Claims Online

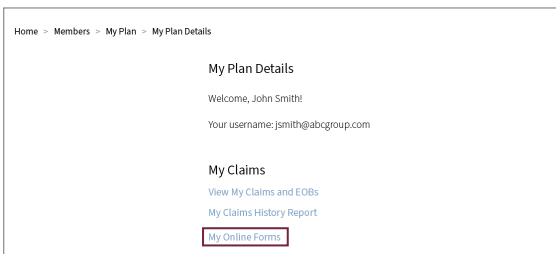
Submitting claims online is quick and easy with *My Plan*

**1.** Go to **hpiTPA.com** and log in to **My Plan** from the **Members** section.

New user? Register by clicking **Get Registered for My Plan** and set up your user name and password.

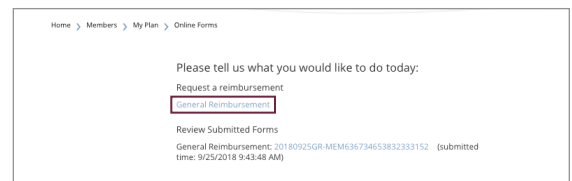


**2.** On your **My Plan** page, click **My Online Forms** under **My Claims**.

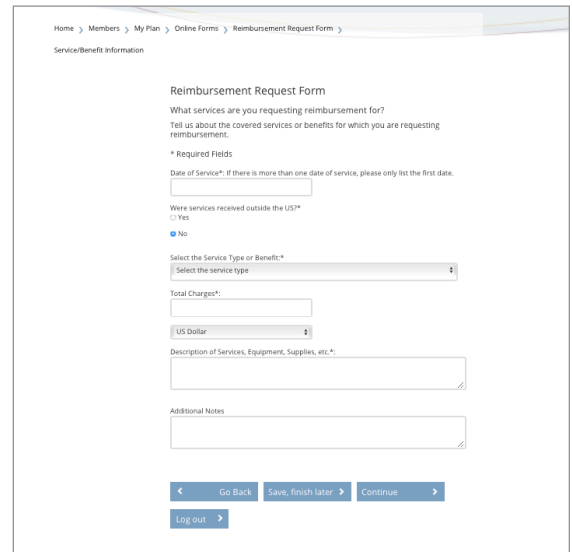


**3.** Click **General Reimbursement**

Follow the instructions to complete the form fields with information about your claim and upload any supporting documentation.



**4.** After completing the form fields and reviewing your claim information, click **Submit** to send your claim for reimbursement.



**Have questions?**

Contact HPI Customer Service at the phone number or website listed on the back of your member ID card.

