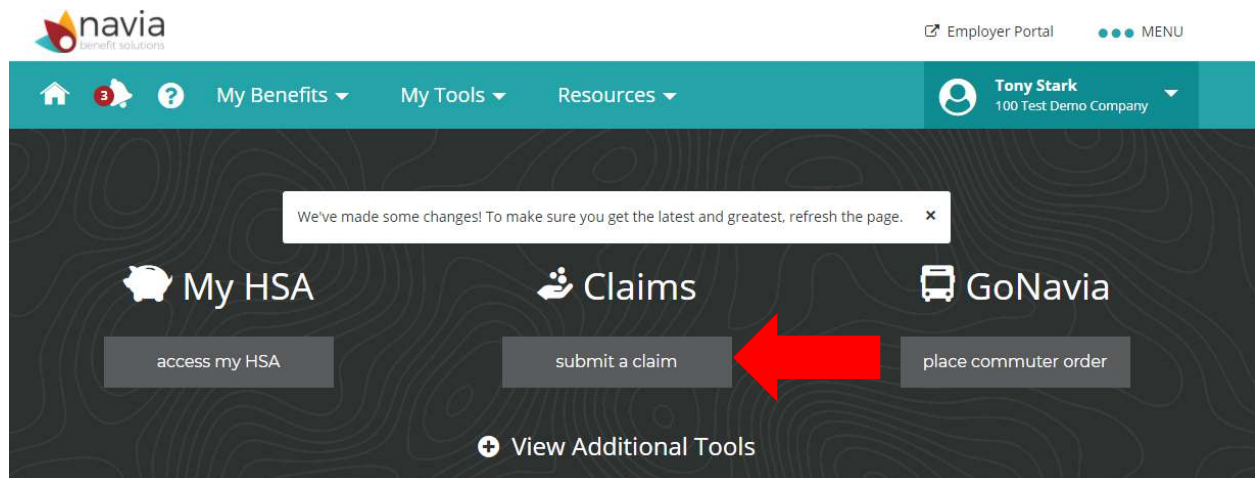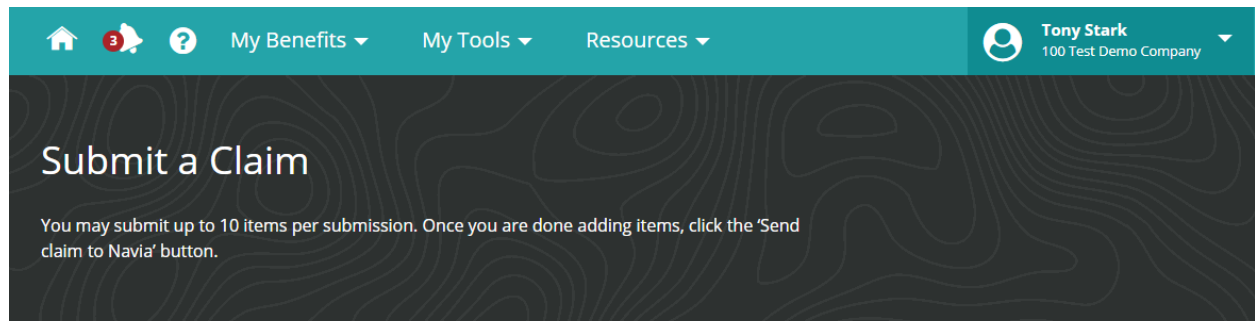# Submitting a Claim Through the Online Participant Portal

Step 1. Click the "submit a claim" link.

Step 2. Click "add item to claim"

Step 3. Click "Choose File" to upload your documentation. Then click "Next"

① Document Upload For all Claim Items

Upload documents for all claim items you wish to submit. Remember, we cannot review your claim without at least one piece of proper documentation. Be sure your documentation shows the date of service, type of service, and final patient responsibility.

Drag and drop

Choose File

Uploaded Files:

ⓘ No uploaded files

File Constraints ⊖

Please verify your file fits the following:

- The following file types may be uploaded: .jpg, .tif, .bmp, .gif, .png, .pdf, .doc or .docx
- The file name must be no longer than 100 characters may contain only letters, number, underscores, hyphens, periods, and spaces.
- The file size may not exceed 10 megabytes.

Next ➔   Cancel

Step 4. Enter required information and then click "Save and Close"

② Claim Information

Use your uploaded documents to add information to this claim. You may view other documents you've uploaded using the ⬅ and ➡ arrow

Select a benefit.... ▼

Service Start Date 📅   Service End Date 📅

Provider name   For Whom

Amount

Comments

← Back to Documents   Save & Add   Save and Close   Cancel

Step 5. Click "send claim to Navia" for processing!

Submit a Claim

You may submit up to 10 items per submission. Once you are done adding items, click the 'Send claim to Navia' button.

1 Add Items to Claim   ? Questions?

Claim Items	➕ add item to claim

Service Date	Provider	Amount	Actions
⊕ 11/15/2017	Test	$1	✏️ 🗑️

2 Submit Claim

☐ I have read and agree to Navia's *terms and conditions*

send claim to Navia

cancel claim request