Guide to Substantiating Debit Card Transactions

Uploading is a quick, efficient way of submitting substantiation and it only takes minutes to do. Substantiation can also be submitted via fax or mail.

**Online**

**Step 1: Log In**
- Log in at www.discoverybenefits.com
- Select Reimbursement Account (Employer Sponsored Plans)
- Enter your login information
  (For assistance with your username and password, contact Participant Services at 866.451.3399)

**Step 2:** Click on Receipt(s) Needed under the HOME tab.

**Step 3:** Click on Upload Receipt beside the claim to which you would like to upload your documentation.

**Step 4:** You will be prompted to upload supporting documentation. Browse your documents and select the correct attachment. Once documentation is attached, select Upload.

**Step 5:** Once uploaded, you will receive the Receipt Uploaded Confirmation and you will see the receipt status of Uploaded for that claim.

**Fax or Mail**
Submit the Receipt Reminder or Confirmation Page with substantiation to Discovery Benefits via fax or mail.
Fax: 866.451.3245
Mail: Discovery Benefits, PO Box 2926, Fargo, ND 58108-2926