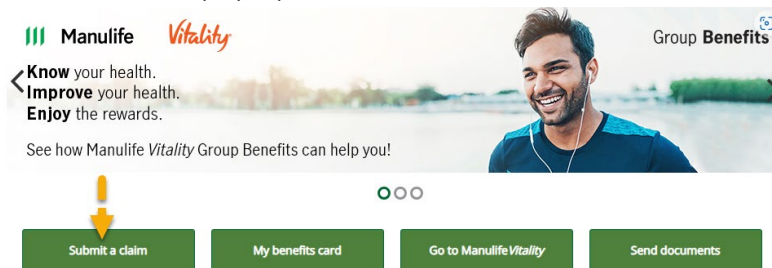


## Employee Wellness Fund – Submitting a Claim

1. From the Manulife employee portal, click on “Submit a claim”



2. Click the bullet beside My Lifestyle Spending Account



3. Add your service provider (once you have set them up, they will appear automatically the next time you submit a claim using that service provider).
4. Add your expense and attach your receipt. Your banking details will appear for you to review, then acknowledge the terms and submit for review.

These instructions work the same whether you use the member portal or the mobile app. If you have any questions, contact Manulife Group Benefits at 1-800-268-6195 from 8:00 AM to 8:00 PM EST. Additional resources on how to submit Group Benefits claims can be found [here](#)