Upon logging in to Green Shield’s plan member online services website follow the steps outlined on the following screen shots (note, similar functionality exists using Green Shield’s “GSContheGo” app):

1. Click "My Claims"

HINT: On the ‘Spending Accounts’ tab you can see how much has been deposited for the year, how much has been used, and how much is remaining.

2. Click "Submit a Claim"

Step 1: Click the "+" button beside "Spending Accounts"

Step 2: Click on "Health Care Spending Account"

Click the "--Select--" window