Log into your IBX Portal using your credentials.

Click on your Medical Plan

Choose “Skip to Dashboard” below the 4 boxes of icons:



On the left side menu bar choose Claims & Finances🡪Spending Accounts. Choose Continue that you acknowledge being redirected to an external site.

Once you are on the Spending account site, choose the 3 bar menu at the top left of the screen and choose Spending Accounts🡪Account Activity

Those claims that are ready to pay should be at the top of the list with an “Action Required” status: If not, filter on Status to bring up Action Required items: Look for the claim you wish to pay, using Transaction Date as a guide (this will be the date of service)



Choose “Request Reimbursement”

Make sure “Pay Provider” is highlighted as shown in yellow below:



Choose NEXT at the bottom of the screen and confirm you abide by the yellow box and choose submit.