

## Use the PBS Online Claim Submission (OCS)

It's designed to simplify and expedite  
your claim reimbursements.

- ▶ It's Quick!
- ▶ It's Easy!
- ▶ It's Secure!
- ▶ It's Confirmed!
- ▶ It's Detailed!
- ▶ It's Paperless!

### Entering a claim online is EASY and your claim will be reimbursed QUICKER!

#### 1 Go to [www.pbs.us.com](http://www.pbs.us.com)

Click on "[Submit Your Claims Online](#)" under the Quick and Easy Links! on the right side of the home page. You're there! We've included some basic info regarding the online system here to help you with the process.

Tip: Remember to disable your pop-up blocker by holding down the Control key.

#### 2 Login and Select Claim Type

This page first verifies you as a PBS participant. To begin, enter your PBS Employer code (which may be on the front of your PBS Card - if not, give us a call at 800-800-0133 and we can let you know what it is), your Employee ID, name, and email address. Agree to our email disclaimer by entering your initials. Next, select what type of claim you would like to enter and click Next Step.

#### 3 Enter Your Claim:

Tab through the form and type in your claim information. The sum total is automatically calculated. If you are entering a Dependent Care claim you can now copy Provider Information from the line above so you only have to type it in once if you are submitting multiple claims. If you wish to attach and upload a scanned copy of your receipts along with your claim, you may do so in this step. You may also fax the Cover Sheet and receipts to 303-221-2785 or email them to [ocsclaims@pbs.us.com](mailto:ocsclaims@pbs.us.com).

Tip: Acceptable file types for scanned receipts include: jpg, jpeg, tif, tiff, gif, png, pdf, doc, docx, mdi and bmp. The combined total size may not exceed 4 MB.

#### 4 Confirmation

You're DONE! Save the Confirmation Summary for your records and watch for a Confirmation Email.

PBS is always looking for ways to improve your benefit administration. Take advantage of this easy claim submission process and maximize your savings!

#### Special Reminder for Participants with Grace Period Plans

If your employer offers the 2½-month grace period extension and you are submitting a claim during the run out period, you will be asked to select the plan year from which you wish to be reimbursed. Select Option One if you want to use up all previous year funds prior to the new plan year.