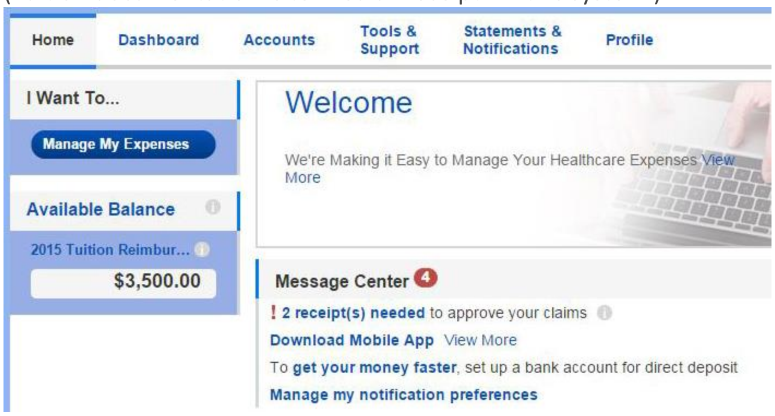
Please click on the link shown in Step 2 on the landing page for your Tuition Reimbursement Program or visit https://benstrat.navigatorsuite.com to login.

Returning Users: If you have previously set up a User Name and Password for your Benefit Strategies account, even if for a plan other than Tuition, please use those credentials to log in.

New Users: If you've never logged in to your Benefit Strategies account before, please use the New User link on the login page to set up your User Name and Password. Please note that you will not be enrolled until we have processed your first application.

1. Once logged in, look for the Message Center area on the Home tab and click on the *Receipt(s) needed to approve your claims* link. (Tuition documentation is termed a "receipt" in this system.)

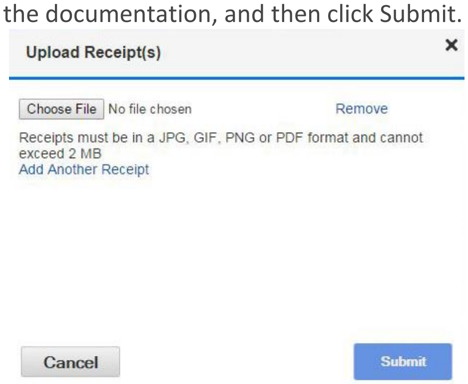


2. Any claims for any plans you have through Benefit Strategies that currently require a receipt will be listed. Look for the row(s) for the Tuition plan, and click on the *Upload Receipt* link in the final column of the row.

Receipts Needed

Plan	Date of Service	Merchant / Provider	Recipient	Claim Amount	Receipt Status	
2015 Tuition Reimbursement	8/1/2015 - 12/20/2015	Intro to Business	Susan Test	$750.00	New Needed	Upload Receipt View Confirmation Review Requests

3. You will need to have your documentation saved on your computer so you can use the Choose File button to browse and attach the documentation, and then click Submit. (Documentation can be in the form of a jpeg, screenshot or Word/PDF document.)



Note: You can upload multiple receipts to one claim by using the 'Add Another' Receipt' option.

Download the Benefit Strategies mobile app for Android or iOS and you can submit all your documentation through the app, using your device's camera, instead of logging in online!

Note on Payments:
Payments are made via check mailed to your home address.