

# How to Submit a Health Plan Claim Online

[www.fsu.ca/health](http://www.fsu.ca/health)

Opt-Out Dates: **FALL:** October 2, 2020 **WINTER:** January 22, 2021 **SUMMER:** May 14, 2021 by 4:00 pm

- Go to [www.fsu.ca/health](http://www.fsu.ca/health)
- Choose your college—Fanshawe College
- Click on **eProfile For Online Claims Submission**
- Click on **Register Now**
- Follow the prompts and fill out your personal information (name and contact information)
- **Group Number: 514560**
- **Policy Number: 100011701**
- **Certificate ID Number: ROO\_\_\_\_\_** (ROO and your 7 digit student number- 10 digits in total)
- Enter Direct Deposit Banking Information (transit number, institution/branch number, and your account number)
- Choose what Care Provider/Claim Form you need (Dentist/Dental, Optician/Vision, Doctor/Prescription)
- Scan and attach your receipt of proof of payment (debit, credit or cash)
- Select submit and within 3-4 business days your claim will be processed and your reimbursement will be direct deposited into your account.