

How to Submit a Health Plan Claim Online

www.fsu.ca/health

Opt-Out Deadlines: September 19, 2022 (fall start), January 16, 2023 (winter start), and May 12, 2023 (spring/summer start)
All opt-outs must be submitted by 4:00 pm

- Go to www.fsu.ca/health
- Click on "Claim Submission Information"
- 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: R00_____** (R00 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.