



How to Submit a Personal Wellness Account (PWA) Claim

**It's easy.
Here's what you need to do.**

Online using on GreenShield+:

1. Sign in to your GS+ account.
2. On the **Navigation Bar**, select **Coverage**.
3. In the Spending Accounts section, select Taxable Wellness.
4. Select **Start a Claim**.
5. Select who you are submitting the claim for and select **Continue**.
6. Upload receipts and/or supporting documents.
7. Select **Continue to Review Claim**.
8. Select **Submit Claim**.

Online using **GS+ Mobile App**:

1. Sign in to your GS+ account.
2. On the **Home** screen, select **Submit a claim**.
3. Select who you are submitting the claim for and select **Continue**.
4. Select what the claim is for, also known as the **Claim type**.
5. Select **Taxable Wellness**.
6. Select **Continue**.
7. Upload receipts and/or supporting documents.
8. Select **Continue to Review Claim**.
9. Select **Submit Claim**.

By Paper:

Sign in to your [GreenShield+](#) account to access a pre-filled personalized claim form or call GreenShield Customer Service Center at 1-888-525-7587 to receive a form.

If you have any questions, call GreenShield Customer Service Centre at 1-888-525-7587.

