

How to submit a reimbursement request



Premium cash option (PCO)

With your PCO, you receive up to \$350 per month to help cover insurance premiums that you have through another group health insurance (COBRA is not included). If you don't use all of your funds each month, unused funds will be put in a reserve account you can use to pay for your insurance premiums in retirement.

Getting paid is easy

You'll need to submit a request to be reimbursed for your premium expenses. Here's how:

Step 1 – Get started

Log into your account at myoptumfinancial.com/febb or use the Optum Financial mobile app.

Step 2 – Enter the required documentation

Select the "Reimburse Myself" button and follow the on-screen prompts to fill in the requested information.

Enjoy added convenience with the Optum Financial mobile app

- View account balance
- Request a payment
- Receive important account alerts
- Take a photo and upload your receipt
- View FAQs
- Tap your device to call our customer care center

Step 3 – Check your documentation

Make sure it includes:

1. Coverage start date – the date your coverage was effective
2. Provider – your other group insurance company's name
3. Description of the service – insurance premiums
4. Amount paid – total charged by your other group insurance

Examples:

- Insurance bill or statement
- Pay stub with the holdings noted
- Bank statement with the premium withdrawal

Step 4 – Submit your documentation

Follow the on-screen prompts to submit your documentation.

- If using your computer, you can browse and select the file to upload.
- If using the Optum Financial mobile app, simply take a photo and upload it directly.

You're done!

If we have all the information we need, we'll process the claim.

Have questions?

Sign in to chat with customer care or call 1-844-330-8218.



Online



Mobile



24/7



Tip: Save time with recurring payments

You can set up your reimbursements to pay out on a regular schedule.

- Sign in at myoptumfinancial.com/febb.
- Click on your HRA tab. Under the “I want to” dropdown, click “Manage Recurring Claim.”
- Click “Create a Claim Schedule,” then follow the on-screen prompts to set up a new reimbursement request and payment timing.
- You can cancel your recurring payment settings at any time. Follow the first two steps above, then click “View/Cancel” and cancel a payment schedule.

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