



Thank you for your confidence in Pupil Benefits Plan, Inc., we appreciate your business. As your student accident insurance provider, we are dedicated to providing you with the best and most convenient services available.

We now have an **easy and convenient Online Claim Form portal**, so you no longer need to call and request paper Forms or brochures. This new reporting process is built to make your submission of student accident claims much easier.

Attached are the directions on how to register and use the new portal along with the link for the website. Please save the directions to your desktop.

Each *district employee* who is responsible for filling out the medical or dental claim forms will register their own account using their *district email address*, a password, and district code. **Please contact Pupil Benefits Plan, Inc. for your school's district code.** Once registered, you will easily be able to fill out medical and dental claim forms, print and distribute the claim forms and parent instruction sheets to the parent from your desktop which will be readily available to you online at any time. We now have our Parent Section of the claim form and Parent Information page in Spanish as well.

We are offering a Zoom tutorial for districts who would like a step-by-step lesson on how the online portal works while answering any questions you may have. Tutorials are available Monday-Thursday 8:30 am – 3pm and Fridays 8:30-1:30pm. Please reach out by phone or email to seek availability and schedule.

If you have any questions, please don't hesitate to reach out and anyone in the office will be happy to assist! We look forward to starting this new process with you!

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