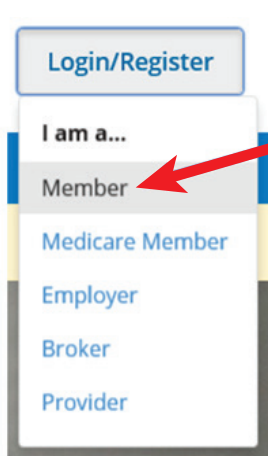


Step 1: Go online @ <https://www.excellusbcbs.com/>

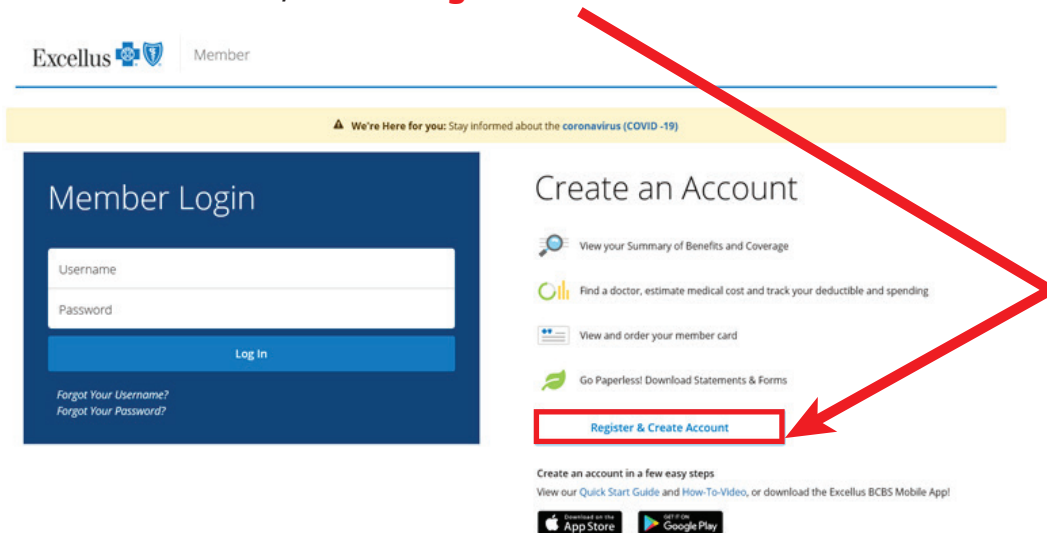
Step 2: Select **Login/Register** (top, right-hand corner)



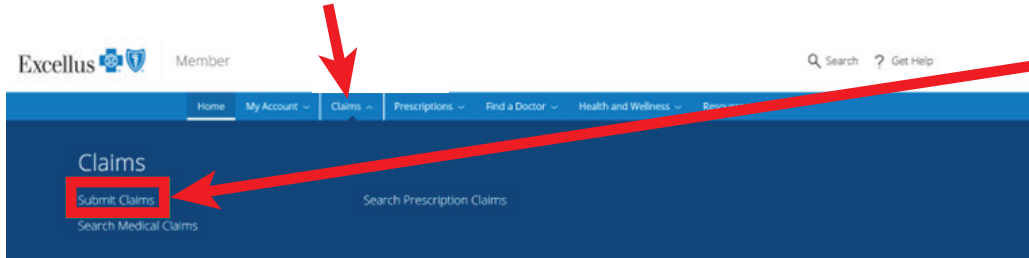
Step 3: Select **"Member"** from the "I am a..." drop-down box



Step 4: Login using your username and password. If you have not created an account, select **"Register & Create Account"** and follow the directions.



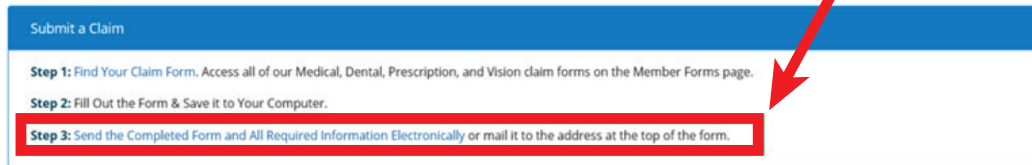
Step 5: Select **"Claims"** from the Navigation Ribbon, then **"Submit Claims"**



Step 6: Fill out the **Cayuga-Onondaga Area School Employees' Healthcare Plan Rx Submission Claim Form** according to the instructions on the form and save to your computer

Step 7: Select **"Step 3: Send the Completed Form and All Required Information Electronically"** to access the Submit a Claim page

Submit Claims



Step 8: Complete the required fields on the Submit a Claim page, attach file saved to your computer and select **"Submit"**

