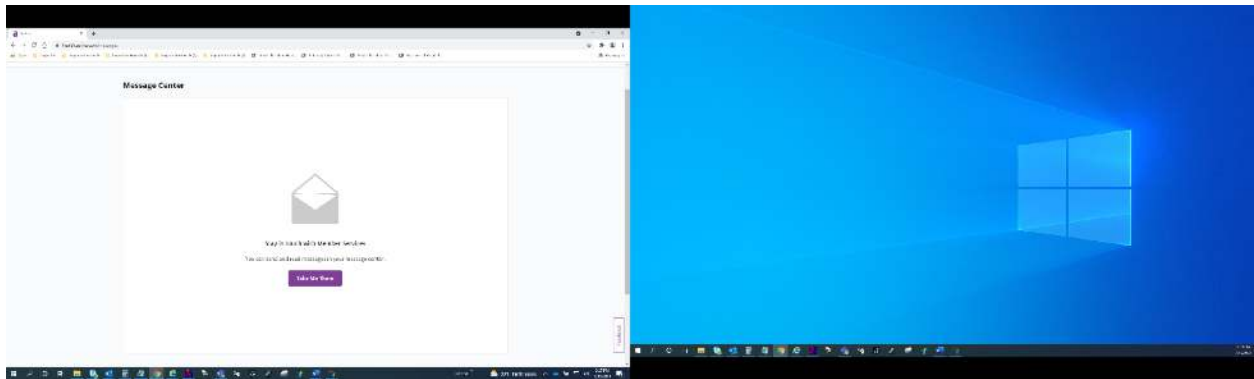


INSTRUCTIONS FOR SUBMITTING A CLAIM
ON THE AETNA MEMBER WEBSITE
(AETNA.COM)

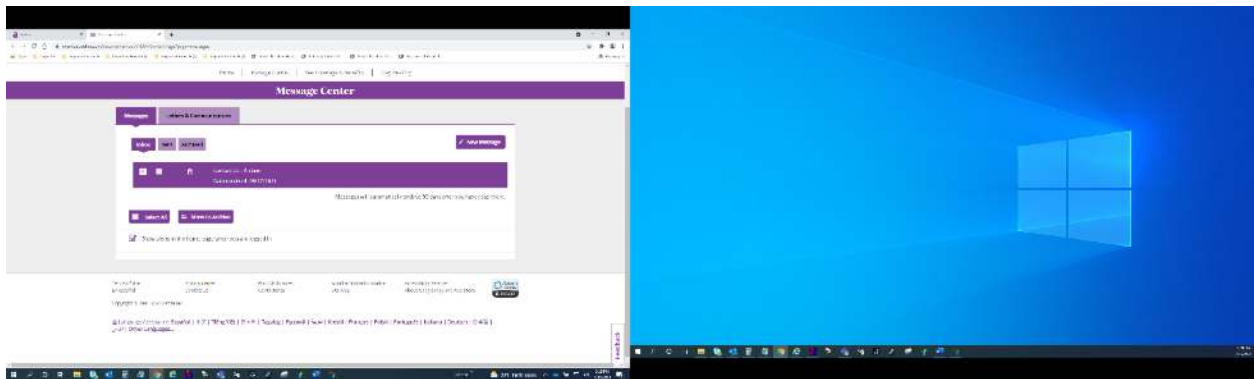
Good afternoon.

I have been asked to send you a Fitness Reimbursement form, which is attached. Below are instructions on how to submit these forms on your Aetna Member Website.

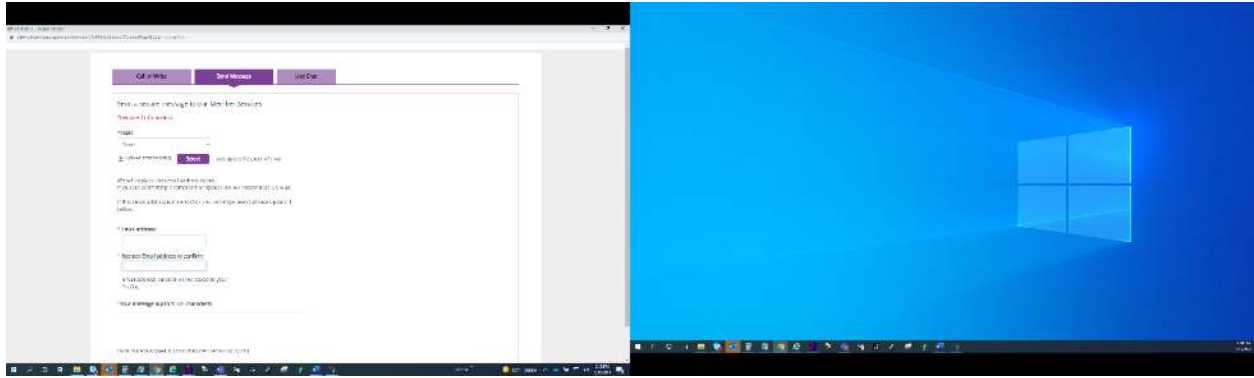
Once you log in with your USER ID and PASSWORD, on the **TOP RIGHT** next to your name you will see a little **ENVELOPE**. Click on the envelope. This will bring you to the **MESSAGE CENTER** (see below)



Click on **TAKE ME THERE**. On the next page click on **NEW MESSAGE**



On the next page click on **SEND MESSAGE**



Click the dropdown where it says **TOPIC** and select **CLAIMS**. Then make sure you have saved your filled out **FITNESS REIMBURSEMENT FORM** along with any receipts, to your computer and upload the attachment on this page. Make sure your email is showing in the **EMAIL ADDRESS** box and **REENTER EMAIL ADDRESS** box. Then fill out the box that says **YOUR MESSAGE** indicating you are submitting the attached **FITNESS REIMBURSEMENT FORM**, and add any information you feel is necessary for your reimbursement.