



## Newark Board of Education

### Instructions to Download Explanation of Benefits (EOB)

**Step 1:** Visit Aetna's website at [www.Aetna.com](http://www.Aetna.com)

**Step 2:** Click "Login"

- Under Member Login, click "Login" to access your Aetna account. Use the credentials that you registered with (username and password). Or create an account.

**Step 3:** Click "Claims & Spending"

- Claims are listed down on the middle of the screen.

**Step 4:** Clicking on "Download Claims," will download an excel document for viewing claims in an excel format

**OR**

**Step 5:** To view a specific claim, click the right arrow on that claim:

- On the right-hand side, under Review of Explanation of Benefits, click "View Summary" and then "View Explanation of Benefits." A statement will appear on screen for viewing or printing.