# Submit your medical expenses in a few clicks

Through our online forms you can easily submit all your expenses. How do you have to proceed concretely? We recommend you to follow the step-by-step plan detailed below in order to cope with an unforeseen circumstance in a rapid and simple way.

# 01

#### **Collect your medical costs**

- Sort the certificates and/or detailed invoices by person, country and date.
- Check that the documents are complete and contain all pages in the right order.
- Check that the proofs of payment are joined to the file.
- Check that the scans or pictures are readable and complete before sending them.

# 02

#### Use our online form

How do you go about it?

Open the online form.

- 5 Enter your contact details.
- For whom are you applying: yourself or your dependants?
- Please check the overview of your application before submitting it.
- Fill in your details (reference number, in which country costs were incurred, etc.).
- Do you have expenses for another family member? Follow the same procedure.
- To which account should the repayment be made?

## 03

### Receive your reimbursement

Following the reimbursement, you will receive a proof by e-mail, by post or in your My eBox.