

# THRIVE ACCOUNT

## Submitting Reimbursement



# With the Thrive Account, getting reimbursed is easier than ever!

Follow the steps below to submit a reimbursement request:

1. Go to [app.thrivepass.com](http://app.thrivepass.com) & log in.
2. On your Benefit Suite dashboard, select the "Thrive Account" tile.
3. Navigate to your wallet dashboard.
4. Use your wallet dashboard to view your wallet balance and more!
5. Scroll to the bottom of the page and click "Get Reimbursed".

The screenshot displays the ThrivePass Marketplace interface. On the left is a navigation sidebar for user Nicole Gundacker, with the "Thrive Account" option highlighted. The main content area is titled "Shop the Marketplace" and features a "Wellness Wallet" summary card showing a balance of \$500.00, a next deposit of \$1,000.00 on 07/06/2023, and funds expiring on 12/31/2023. Below this is a "Marketplace Spotlight" section with a grid of ten featured products, including a Hypervolt Go 2 massage gun, a Fitbit Luxe smartwatch, Brooks women's running shoes, a Canon DSLR camera, a Coleman sleeping bag, an Artify paint brush set, a Bissell vacuum, an Echo Show 8 tablet, an electric vegetable chopper, and a Furbo dog camera. A "Get Reimbursed" button is located at the bottom of the page.

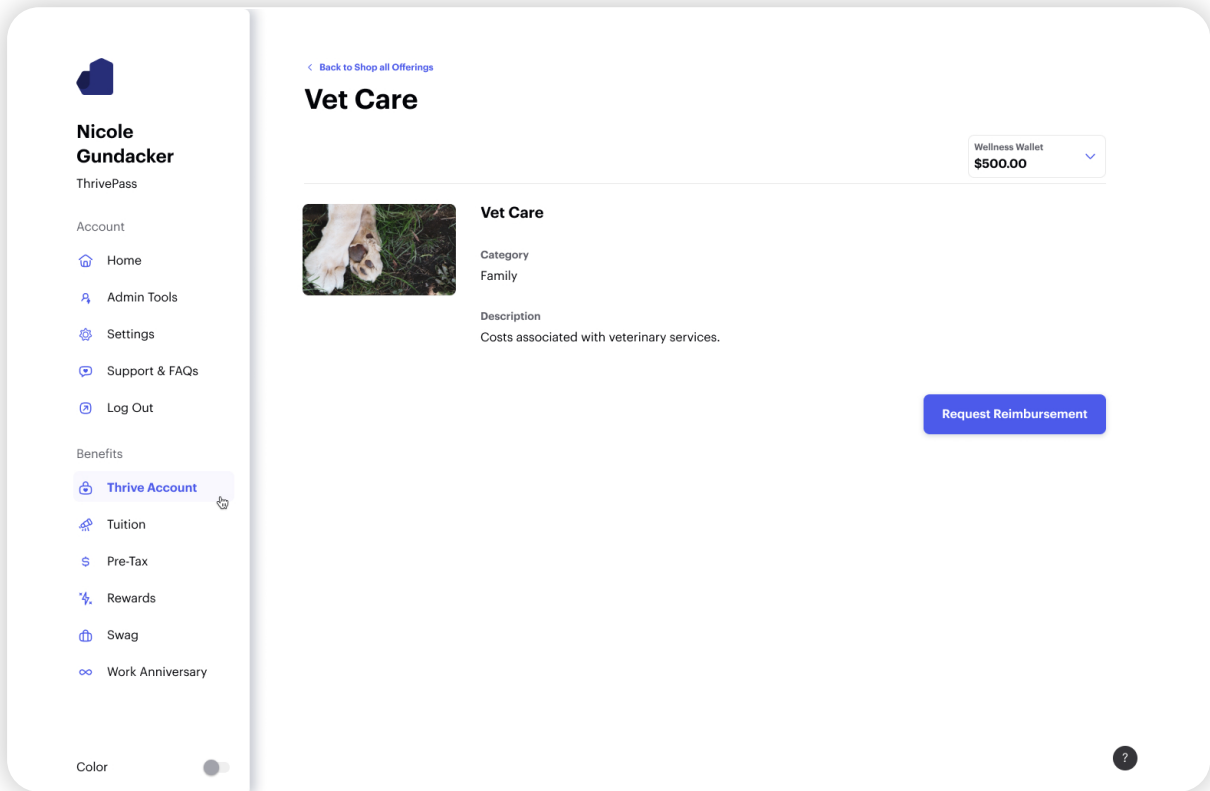
## 6. Browse and select your spending category.\*

The screenshot shows the 'Get Reimbursed' page for Nicole Gundacker. The left sidebar lists account and benefit options, with 'Thrive Account' selected. The main content area features a 'Wellness Wallet' section with a balance of \$500.00, a next deposit amount of \$100.00, and a next deposit date of 08/01/2023. Below this is a 'Reimbursement Spotlight' grid with ten categories: Acupuncture, Aromatherapy, Ayurveda, Chiropractor, Pet Insurance, and five others represented by images.

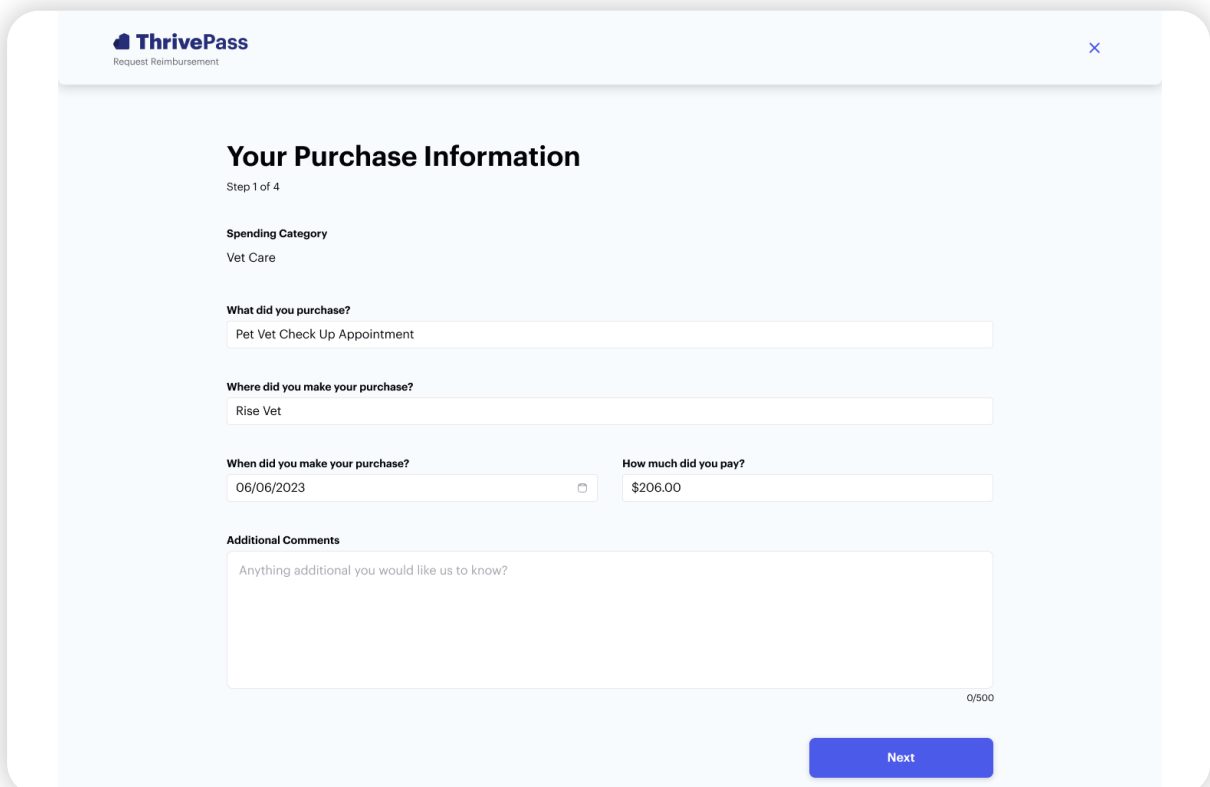
\*Use our search and browse features to easily find spending categories available to you!

This screenshot shows the 'Get Reimbursed' page with a search bar and a grid of reimbursement categories. The left sidebar is the same as in the previous screenshot. The main content area has a 'Categories' dropdown menu and a search bar. Below the search bar is a grid of categories under 'Alternative Health' (Acupuncture, Aromatherapy, Ayurveda, Chiropractor, Cranial Sacral) and 'Convenience' (Cleaning Services & Products, Food Delivery Fees, Laundry Services, Lawn Services). A 'View All' link is visible at the bottom right of the grid.

7. Verify that the correct spending category was selected and click "Request Reimbursement".



8. Complete the form to let us know your purchase information and click "Next."



9. Upload an image of your receipt or payment and click "Next."

The screenshot shows the 'Proof of Purchase' step (Step 2 of 4) of a reimbursement request. The page header includes the ThrivePass logo and 'Request Reimbursement'. The main heading is 'Proof of Purchase'. Below it, the text reads: 'Please upload proof of your purchase. Upload up to 3 receipts, invoices, or other proofs of purchase.' A large white box contains an upload icon and the text: 'Upload receipts for proof of purchase. .doc, .docx, .pdf, .jpg or .png | 25MB max'. A blue 'Next' button is located at the bottom right of the page.

10. Review the details and cost breakdown of your reimbursement request and click "Submit Request."

The screenshot shows the 'Review' step (Step 4 of 4) of a reimbursement request. The page header includes the ThrivePass logo and 'Request Reimbursement'. The main heading is 'Review'. The page is divided into three sections: 'Purchase Information', 'Proof of Purchase', and 'Cost Breakdown'. Each section has an 'Edit' link. The 'Purchase Information' section lists: 'Vet Care', 'Pet Vet Check Up Appointment', 'Rise Vet', and '06/06/2023'. The 'Proof of Purchase' section shows a receipt from 'RiseVetReceipt'. The 'Cost Breakdown' section lists: 'Direct Deposit', 'Wallet Balance: \$500.00', 'Purchase Amount: \$206.00', and 'Reimbursement Amount: \$206.00'. A blue 'Submit Request' button is located at the bottom right of the page.

11. Success! You have completed your reimbursement request. You'll receive an email confirmation while our team reviews your request.

