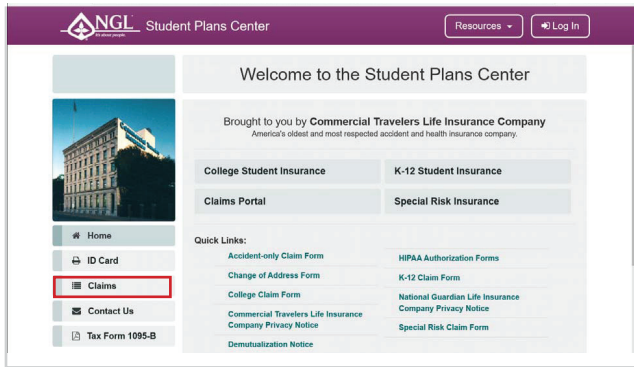
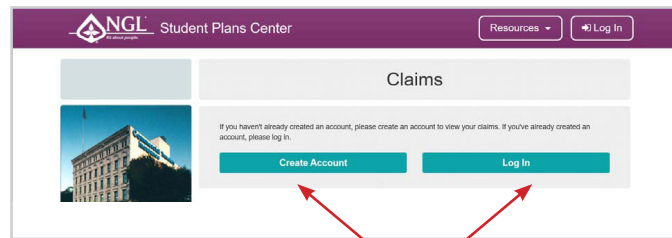


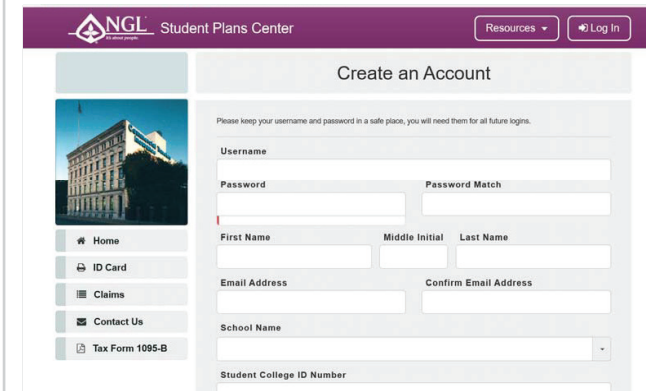
How to View Claims User Guide



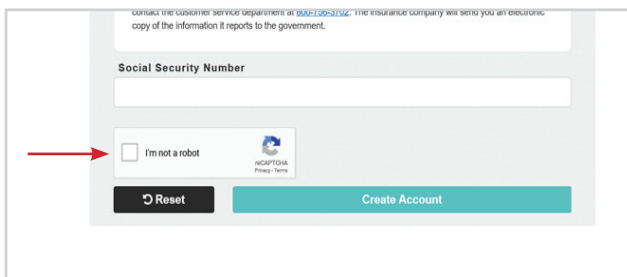
1 Log onto studentplanscenter.com and click **Claims** button on left side.



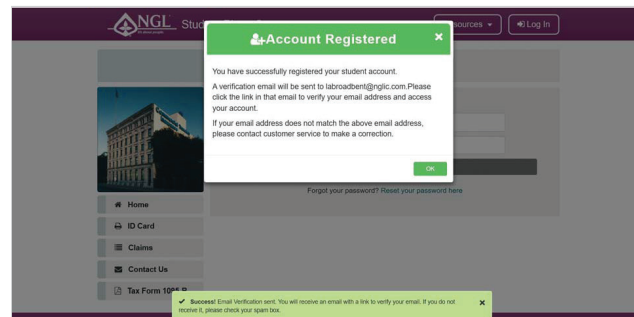
2 If you have created an account, click **Log In**. If you have not, click **Create Account**.



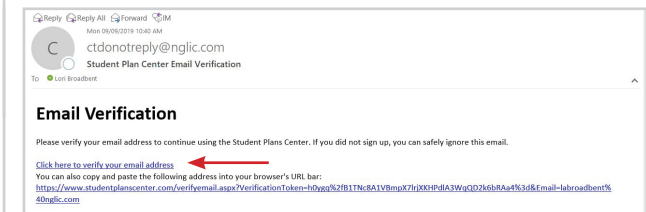
3 Fill in all requested information.



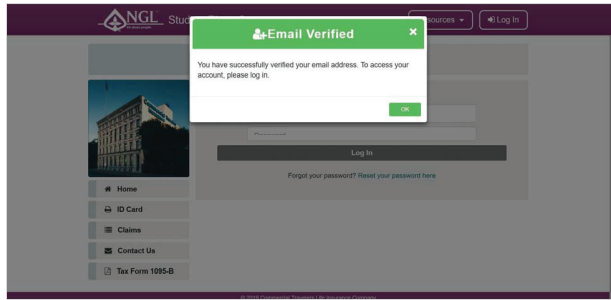
4 Upon completing the information, click on the I'm not a robot box and then select **Create Account**.



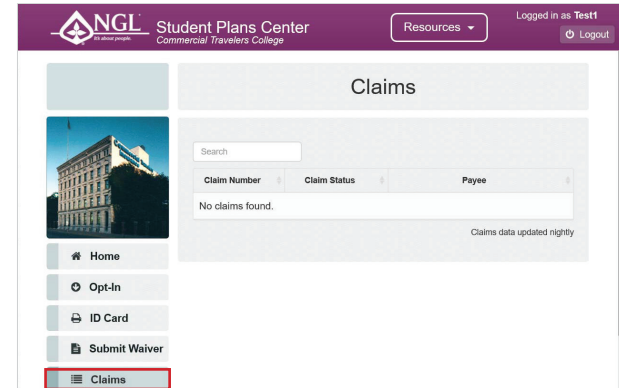
5 A pop-up should appear saying you **successfully registered**. If it does not, scroll back up to make sure all information is filled in.



6 You will receive an email asking for verification. You must **verify your email address** in order to view any claims or ID cards.



7 Click OK and **sign in with the Username and Password** you created. You will be emailed a 2-factor verification code. Be sure to input the verification code exactly as you received it.



8 Click **Claims** in the left column to view claims that are being processed for you.