Submitting Your Documents is Easy!

Upload Online

Uploading your documents online is the quickest and easiest way to submit your documents.

To submit documents online, you'll need an online account. Follow these steps to create your account:

1. Visit app.unifyhr.com to get started or scan the QR code below with the camera app on your phone or tablet
2. Click "Create an Account"
3. Enter your account number and your date of birth (your account number can be found at the bottom of the 1st page in the letters we send you)
4. If you can't locate your account number, click "I don't have an account number" and enter your first and last names, Zip Code, and your date of birth
5. Now enter a valid email address and we'll email your username and temporary password
6. Sign in and you're ready to submit!

Submit via FAX

You can securely fax your documents to 1-469-844-3240.

Submit via Mail

Mail <u>copies</u> of your documents to: UnifyHR
PO Box 2785
Fargo, ND 58108

Need Help?

Call us at 469-208-0929 or send us an email at evs@wexhealthinc.com We're available from 6 a.m. to 6 p.m. Pacific Time, Monday through Friday, excluding holidays.

SCAN ME

FOLLOW THESE STEPS TO COMPLETE FAMILY MEMBER ELIGIBILITY VERIFICATION

1. REVIEW *Dependent Definitions and Documents Required* to confirm your enrolled family member(s) meets the eligibility requirements and to identify what documentation you are required to submit.

2. SUBMIT ALL REQUIRED DOCUMENTATION

Important:
- Black out all financial information and social security numbers before submitting.
- Write your name, account ID number (listed at the bottom of the first page of this letter) and UC at the top of each copied document.
- Documents take five (5) business days to process once received by UnifyHR. Please keep a copy of all documents for your records.

  - **ONLINE at app.unifyhr.com** (this is the fastest and most secure method)
    1. Click "Create an Account" then enter your Account ID number (listed at the bottom of the first page of this letter) and DOB.
    2. Enter a valid email address and a temporary password will be emailed to you. You will be instructed to change your password upon entering the secured site. On the site you can upload documents, view your audit status, obtain copies of correspondence with and from UnifyHR, and access helpful information.
    3. Upload eligibility verification documentation.

  - **MAIL** to UnifyHR, PO Box 2785, Fargo, ND 58108
    1. Make copies of documents. Do not submit original documents.
    2. Mail the copies of required eligibility documentation to UnifyHR. For speedy processing, do not use color paper, color ink, staple, tape or clip your documents.

  - **FAX** to UnifyHR at 1-469-844-3240 (toll-free)
    1. Submit your required eligibility documentation to UnifyHR at the number above.
    2. For speedy processing, do not use color paper and be sure all documents are legible.