



Upload a Document to ClaimLinx Employer Portal

Step 1. Login to the ClaimLinx at www.claimlinx.clinked.com.

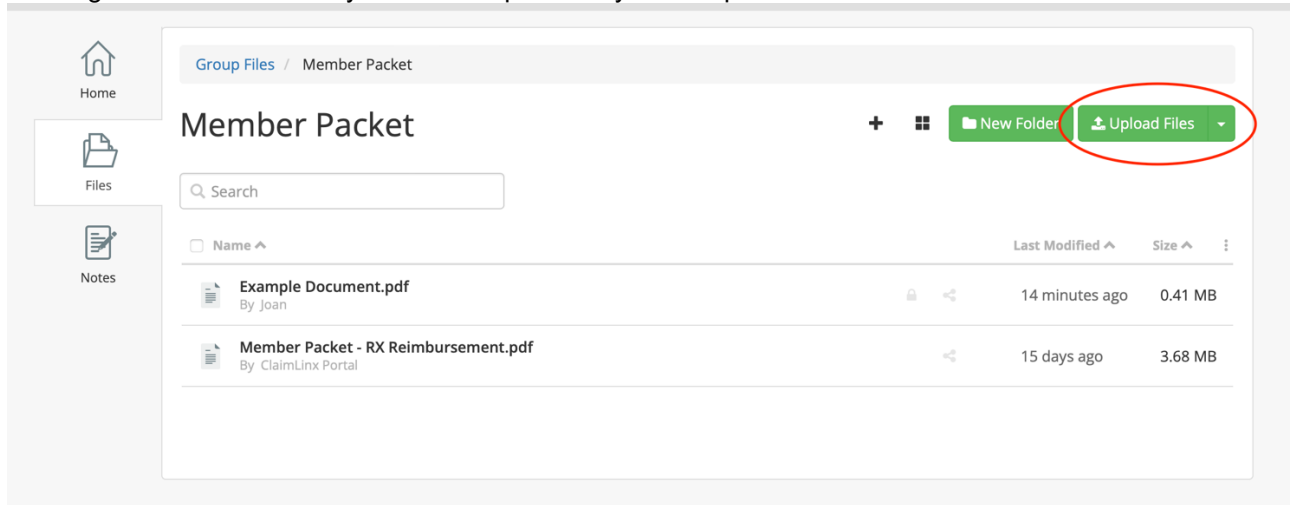
Step 2. Once you have entered your username and password, you will land on your company's home page. Select the "Files" option on the left navigation pane.

The screenshot shows the ClaimLinx Employer Portal home page. The left navigation pane has three options: Home, Files (circled in red), and Notes. The main content area features a welcome message: "Welcome to the ClaimLinx Employer Portal" with an "Edit" button. Below this is a note: "This is a secure place to download common forms. Administrators can also upload enrollments, terminations and other documents." There are three sections: "When a document is uploaded", "Have a question or issue?", and "Your Service Team". The "Your Service Team" section lists contact information for General Questions & Issues, Eligibility, Primary Insurance, Billing, and Member Claims. A "Recent Files" section lists three files: Member Packet - RX Reimbursement.pdf, ClaimLinx ACH Form.pdf, and Welcome_to_FormFire.pdf.

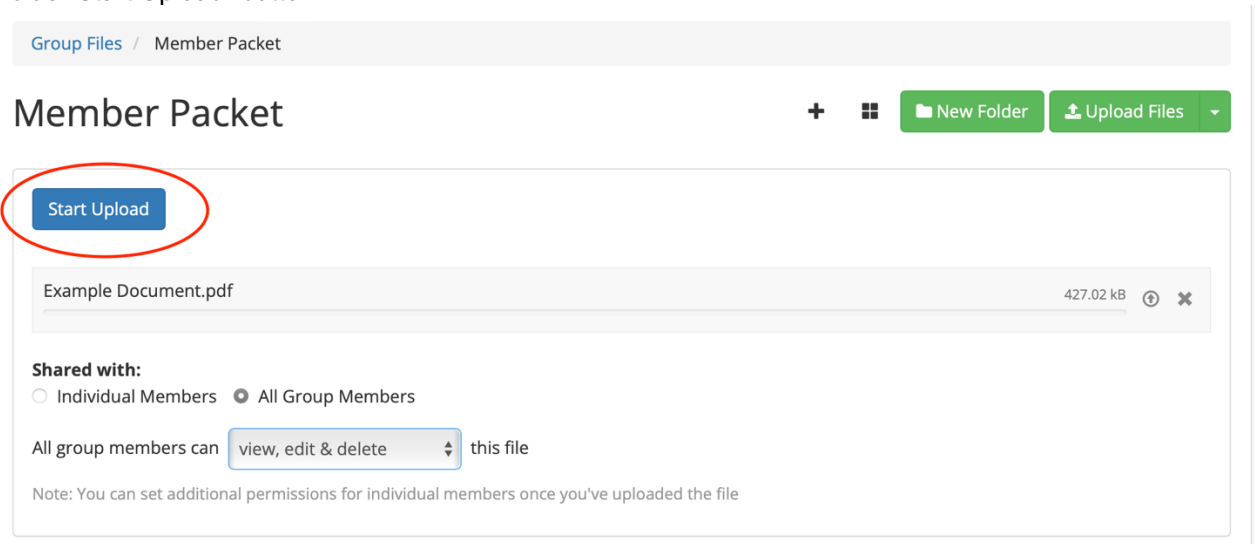
Step 3. Choose the folder you would like to upload the document to. For your ease and organization, ClaimLinx has created standard folders for you.

The screenshot shows the "Group Files" page in the ClaimLinx portal. The left navigation pane has three options: Home, Files, and Notes. The main content area has a search bar and a list of folders. The "Member Packet" folder is circled in red. The list of folders includes: Member Packet (By ClaimLinx Portal, 15 days ago), ClaimLinx Resource Documents (By ClaimLinx Portal, 16 days ago), Change Requests (By ClaimLinx Portal, 16 days ago), Waiver (By ClaimLinx Portal, 17 days ago), Termination (By ClaimLinx Portal, 17 days ago), and Enrollment (2 months ago). There are buttons for "New Folder" and "Upload Files" at the top right.

Step 4. Once in the folder, select the green “Upload Files” button in the top right corner. A window will pop up for you to navigate to the document you want to upload on your computer.



Step 5. Select the file you would like to upload in your computer’s saved documents. Once it has loaded, choose the blue “Start Upload” button.



Step 6. Once the document has been uploaded, you will be able to see it in folder. ClaimLinx will receive a notification that you have uploaded a document.

