

# How to file an insurance claim



For certificate holders of Accident, Critical Illness/Specified Disease and/or Hospital Confinement Indemnity Insurance.

Wellness Benefit claims can even be submitted from your mobile device at [voya.com/claims](http://voya.com/claims)

#### Helpful tip:



Don't feel like printing? Forms may be completed, signed and submitted electronically.

#### Step 1

Visit the Voya Claims Center at [voya.com/claims](http://voya.com/claims) and click on "Start A Claim"

#### Step 2

Complete the questionnaire so that a custom claim form package can be generated for you.

#### Step 3

Download your claim form package.

#### Step 4

Have each form completed by the appropriate party, as outlined by the claim form package.

#### Step 5

Gather any additional supporting documents as instructed on the claim form "for you".

#### Step 6

Submit your completed and signed forms, and any supporting documents using your preferred method.

- Submit your claim through secure upload
- Go to [voya.com/claims](http://voya.com/claims) and click on "Submit your completed claim forms and supporting documentation"
- Mail and/or fax information is provided at the top of the form



If you have any questions about the claim process, call 1-888-238-4840

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