## Your GSC Account

<table>
<thead>
<tr>
<th>All About You</th>
<th>Your Coverage</th>
<th>Payments</th>
<th>Consent</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your GSC ID Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Booklet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Spending Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3:** Click "Health Care Spending Account"
### Your GSC Account

#### Your Coverage

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<tr>
<th>Your GSC ID Card</th>
<th>Benefit Booklet</th>
<th>Summary Information</th>
</tr>
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</table>

#### Health Care Spending Account

**My Contributions**

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Deposited</th>
<th>Amount Used</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>The amount will be forfeited if not used by Dec 31, 2022</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td>The amount will be forfeited if not used by Dec 31, 2021</td>
</tr>
</tbody>
</table>

#### Coverage for additional expenses

Your Health Care Spending Account is like a bank account that you can use to pay for eligible health and dental expenses not fully covered by your group benefits plan or your provincial health plan. It also covers a wide range of health and dental expenses such as medical equipment, drugs, medications, eyeglasses, paramedical practitioners and orthodontic expenses, as well as co-payments or deductibles. Please click [here](#) for a link to eligible expenses under your Health Care Spending Account.

**Step 4:** Click "Submit a claim"
Select an expense type for your Health Care Spending Account claim

Your Health Care Spending Account is like a bank account that you can use to pay for eligible health and dental expenses not fully covered by your group benefits plan or your provincial health plan. It also covers a wide range of health and dental expenses such as medical equipment, drugs, medications, eyeglasses, paramedical practitioners and orthodontic expenses, as well as co-payments or deductibles. Please click here for a link to eligible expenses under your Health Care Spending Account.

Choose type of claim

Select a claim

Step 5: Click "Select a claim" to see the drop down menu
Select an expense type for your Health Care Spending Account claim

Your Health Care Spending Account is like a bank account that you can use to pay for eligible health and dental expenses not fully covered by your group benefits plan or your provincial health plan. It also covers a wide range of health and dental expenses such as medical equipment, drugs, medications, eyeglasses, paramedical practitioners and orthodontic expenses, as well as co-payments or deductibles. Please click here for a link to eligible expenses under your Health Care Spending Account.

Choose type of claim

- Fertility treatments
- Fitness Programs
- Health and Dental Plan Premiums
- Home Modifications
- Hospital/Medical Facility
- Incontinence Supplies

Step 6: Select "Health and Dental Plan Premiums"
Select an expense type for your Health Care Spending Account claim

Your Health Care Spending Account is like a bank account that you can use to pay for eligible health and dental expenses not fully covered by your group benefits plan or your provincial health plan. It also covers a wide range of health and dental expenses such as medical equipment, drugs, medications, eyeglasses, paramedical practitioners and orthodontic expenses, as well as co-payments or deductibles. Please click here for a link to eligible expenses under your Health Care Spending Account.

Choose type of claim

- Health and Dental Plan Premiums

Premiums paid to private health services plans including Medical, Dental, Emergency Travel Medical and Hospitalization plans. (Health and Dental only)

Step 7: Click "Next Step"
1. For 'Provider Name' enter "University of Toronto"
2. For 'Phone number' enter "1-866-358-4436"
3. For 'Address' enter "215 Huron Street, 8th Floor, Toronto, ON M5S 1A2"

NOTE: Your name will appear here

Log in to Employee Self Service to view your monthly Pay Statements:
1. Add the "Extended Health Care", "Dental" and "Semi-Private Care" deductions per pay in one row. 'Expense Date' is the 'Pay Date'. For 'Selected Provider', 'University of Toronto' should be available.
2. Click 'Add Another Expense Detail' and repeat the above step for the other pay dates.

Click 'Next Step'
Read the disclaimer and click the check box to confirm.

1. I confirm that all of the information above is accurate and ready to be submitted to Green Shield Canada.

   I understand that submitting a fraudulent claim is a criminal act, and will result in the notification of my employer, the suspension of my benefits, and an escalation to the appropriate legal and/or law enforcement agency.

   If selected for audit, I authorize the exchange of information between Green Shield Canada and other parties, including but not limited to health practitioners, medical device providers and insurers, as required, and only when the information is needed to administer benefit claims and/or confirm the accuracy of the claim(s) information submitted on behalf of myself, my spouse and/or my dependants.

2. Click ‘Submit’