

Healthcare Spending Account (HCSA)

Signing into online services just got more secure with multifactor authentication.
[Click here](#) first to update your log in to email address rather than user name.

Go to the GSC everywhere login page and login:
<https://gsceverywhere.ca/login>

Hello!
We're glad you're here.

Log In

Not registered yet? [Register your account](#)



Your GSC Account

All About You

Your Coverage

Payments

Consent

Terms

Your GSC ID Card

Benefit Booklet

Summary Information

HCSA

Step 2

Click on 'Your Health Benefits' and select 'Spending Accounts'.

Step 1

Login to your GSC account. Your name & Green Shield ID Number will appear here.

Login:

<https://gsceverywhere.ca/login>

Please login with your email and password.

Hello, [REDACTED]

On the "Your Recent Claims" page, you can access previously claimed expenses.

[View Personalized Claim Forms](#)

Your Recent Claims

[View My Claims](#)

[Submit a claim](#)

✔ Status: Processed [View Details](#)

[REDACTED]

Date Submitted: [REDACTED] Amount Payable: N/A

NOTE: Recent claims information will appear here

[REDACTED] [View Details](#)

Date Submitted: [REDACTED] Amount Payable: N/A

NOTE: Recent claims information will appear here

[REDACTED] [View Details](#)

Date Submitted: [REDACTED] Amount Payable: N/A

NOTE: Recent claims information will appear here

Your Health Benefits

Calculate your benefits coverage
Calculate how much you could be reimbursed for your eligible benefits.

[Check Your Coverage](#) [Spending Account\(s\)](#)

Find a Health Provider

Find health providers near you
Find providers already vetted and registered with GSC who will submit your claims for you.

[Find Provider](#)

Get Staff

Your GSC Account

All About You

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Benefit Booklet



Summary Information



HCSA



Step 3

Click on 'Health Care Spending Account'.

My Contributions

2022

Amount Deposited:

Amount Used:

Amount Remaining:



2023

Amount Deposited:

Amount Used:

Amount Remaining:



The amount will be forfeited
if not used by **Jun 30, 2025**

My Contributions

Your HCSA allocation and usage for the 'prior' benefit year will appear here.

2022

Amount Deposited: [REDACTED]
Amount Used: [REDACTED]
Amount Remaining: [REDACTED]

2023

Amount Deposited: [REDACTED]
Amount Used: [REDACTED]
Amount Remaining: [REDACTED]

The amount will be forfeited if not used by **Jun 30, 2025**

Your HCSA allocation and usage for the 'current' benefit year will appear here.

Coverage for additional expenses

Your HCSA [REDACTED] 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. HCSA [REDACTED] follow Canada Revenue Agency (CRA) guidelines. Visit the CRA website for a list of eligible medical expenses that can be claimed on your tax return and/or by using your HCSA [REDACTED] dollars.

[Submit a claim](#)

Step 4:
'Submit a claim'

Coordination of Benefits

Benefit	Auto Coordination
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Select an expense type for your HCSA [REDACTED] claim

Your HCSA FACULTY LIBRARIANS 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. HCSA FACULTY LIBRARIANS follow Canada Revenue Agency (CRA) guidelines. Visit the CRA website for a list of eligible medical expenses that can be claimed on your tax return and/or by using your HCSA FACULTY LIBRARIANS dollars.

Choose type of claim

Select a claim

Step 5:

Click 'Select a claim' to see the drop down menu.

Fertility Treatments

Fitness Programs

Health and Dental Plan Premiums

Home Modifications


Hospital/Medical Facility

Incontinence Supplies

Select an expense type for your HCSA [REDACTED] claim

Your HCSA FACULTY LIBRARIANS 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. HCSA FACULTY LIBRARIANS follow Canada Revenue Agency (CRA) guidelines. Visit the CRA website for a list of eligible medical expenses that can be claimed on your tax return and/or by using your HCSA FACULTY LIBRARIANS dollars.

Choose type of claim

Health and Dental Plan Premiums 

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

Step 6:
Click 'Health and Dental Plan Premiums'.

Next Step >

Step 7:
Click 'Next Step'.

✓ Providers

Your provider is who you paid in exchange for an item or service, and could be an individual or a retail location. When submitting a claim for insurance plan premiums, enter your employer's information as the provider.

Step 8:
For Provider Name, enter 'University of Toronto'.

Step 9:
For Phone Number, enter (866) 358-4436

Step 10:
For Address, enter 215 Huron Street, 8th Floor, Toronto, ON M5S 1A2

✓ Adding Expense Detail

Expense ?	Expense Date ?	Total Amount ?	Other Carrier Paid ?	Selected Provider ?
Health and Dental Plan Premiums	<input type="text" value="Jan 27, 2023"/>	<input type="text" value="\$100"/>	<input type="text" value="\$"/>	<input type="text" value="University of Tor..."/>

[+ Add Another Expense Detail](#)

[< Previous Step](#)

[Next Step >](#)

Step 12:
Click "[Add Another Expense Detail](#)" and repeat the above steps for the other pay dates.

Step 11:
Log in to Employee Self Service to view your monthly Pay Statements:
Add up 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.

Step 13:
Click 'Next Step'.

Select an expense type for your HCSA FACULTY LIBRARIANS claim

[Edit](#)

Claim type

Health and Dental Plan Premiums

We're Taking Names...

[Edit](#)

Member name

[REDACTED]

NOTE: Your **Name** will appear here.

Providers

[Edit](#)

Provider Name
Phone number
Address

UNIVERSITY OF TORONTO

[REDACTED]

NOTE: The data you entered for the **Provider** information will appear here.

Adding Expense Detail

[Edit](#)

Selected provider
Expense date
Other carrier paid
Total amount

UNIVERSITY OF TORONTO
Jan 27, 2023

[REDACTED]

NOTE: The data you entered for the **Expense** information will appear here.

Providers

[Edit](#)

Provider Name
Phone number
Address

UNIVERSITY OF TORONTO

Adding Expense Detail

[Edit](#)

Selected provider
Expense date
Other carrier paid
Total amount

UNIVERSITY OF TORONTO
Jan 27, 2023

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 dependents.

[< Previous Step](#)

Submit

Step 15:
Click 'Submit'

Step 14:
Read the disclaimer and click the check box to confirm.