

- 1) Login into Greenshield at <https://www.greenshield.ca/> and sign in as a Greenshield+ member.
- 2) Click on “Submit a claim”
- 3) On the drop down menu, choose “HCSA Faculty Librarians”
- 4) Click on “Continue”

[← Back to Dashboard](#)

**What is this claim for?**

Search for a service or item (e.g. "massage" or "Glasses")

What is this claim for?  
HCSA FACULTY LIBRARIANS

**Continue**

Claim Type and Provider  
Step 1 of 3

Claim Details

Review and Submit Claim

- 5) The next page will show hour HCSA balances for the prior two years. Choose “Health and Dental Plan Premiums”.
- 6) Then click on Provider Search

### HCSA FACULTY LIBRARIANS 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 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 HCSA FACULTY LIBRARIANS.

<b>2023</b> Amount Deposited Amount Used Amount Remaining	<b>2024</b> Amount Deposited Amount Used Amount Remaining
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Claim type  
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)

**Cancel** **Continue to Provider Search**

You should see an information screen like the above, showing HCSA balances for the current and past year. It is the amount that is listed in the earlier year that should be expended before the end of this academic year.

7) At this point you will have to input the provider information as follows:

## Provider details

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.

### Provider

Provider name

University of Toronto

Phone number

(886) 358-4436

Address

215 Huron Street, 8th Floor, Toronto ON M5E 1A2

[+ Add another provider](#)

[Back to Claim Type](#)

[Continue to Expense Details](#)

- Provider name: University of Toronto
- Phone number: (866) 358-4436
- Address: 215 Huron Street, 8<sup>th</sup> Floor, Toronto, ON M5S 1A2

8) Click on Expense Details.

Follow the directions below.

### Expense Details

What is this claim for?

Name of plan member



(1) Choose your name

### Additional Details

Expense

Expense Type

Expense Date



(2) this is the date from a pay stub

Total Amount

Other Carrier Paid



(3) This is the amount paid in premiums on the date in (2)

Selected Provider



(4) You should be able to select "University of Toronto" in this pull down menu

[Add another expense detail](#)

[Back to Provider Details](#)

[Review and Submit Claim](#)

(5) Submit the claim

9) Submit as many claims as needed to pay down your entire HCSA balance from the earlier of the two years which will expire on June 30 of the current year. Each claim should use the date from a different pay stub.