

Using the Alerus App for HCSP Claims

(Video Transcript)

[Submitting Receipts through the Alerus Health Benefits App](#)

MERS Health Care Savings Program, or HCSP, give you access to tax-free medical expense reimbursements when you leave your employer.

Once you're eligible to start using your account you will receive a debit card in the mail, giving you the ability use money from your HCSP account to pay for approved medical expenses by simply swiping your card.

It's important that you keep receipts for each purchase to show it was for an eligible medical expense, and the Alerus app makes keeping track of those receipts easy.

[Here is how it works:](#)

The first step is to download the Alerus Health Benefits app to your Smartphone or tablet, either Apple or Android devices. Find it by searching **"Alerus Retirement and Benefits"**.

When you log in for the first time, you will enter the first initial of your first name, then your entire last name, and then the last four digits of your Social Security Number.

For example, Joe Smith with this Social Security Number (371-88-6789) would have jsmith6789 for a username. Your password is simply the last four digits of your Social Security number. So in Joe's case, his password would be 6789.

Once in the app, you will automatically be prompted to create a four digit PIN and establish your security question.

If you have made a purchase using your HCSP debit card that requires a receipt for verification, you will see a message on the home screen of your app.

To see which receipts are required, click on the "Tasks" section. The screen will tell you which transactions require a receipt for verification. Click a claim to see more details and upload your receipt.

To upload your receipt, click on “New Receipt.” If you’ve already taken a picture of your receipt, select “Photos”, and select the receipt photo in your camera roll. If you choose “Camera”, your phone’s camera feature will open. Take a picture of your receipt and select “Use Photo”.

Once your receipt has been successful submitted, you will receive verification on your screen. You can repeat this process any time you are required to submit a receipt.

If you have any questions about this process, please reach out to Alerus at 866.808.7823, option 3.