Online claim submission

CignaEnvoy.com

Simplified claims process

All registered users of the Cigna Envoy® website can submit claims online through easy-to-follow prompts. Your data is automatically pre-populated (name, date of birth, banking details, etc.), speeding up the submission process. Files up to 6MB can be attached and you have the ability to view current and historical claim submissions, including any attachments.

How to file an online claim.

- 1. Visit CignaEnvoy.com.
- 2. Within the 'Customers' section, select 'Login'.
- **3.** Select the 'Submit a new claim' button at the top of the screen.
- **4.** You will need to provide the following information for each claim you submit.
 - Personal data
 - Claim details
- Proof of payment if you are submitting for reimbursement
- 5. Select 'Submit'.

Registering for Cigna Envoy:

If you are not registered for Cigna Envoy, please follow these instructions.

- 1. Download the mobile app OR go to <u>CignaEnvoy.com</u> and within the 'Customers' section, select 'Register'.
- 2. Enter your Cigna ID and click 'Register'.
- Enter the identifying information, including account number, then click 'Register'. Receive your registration confirmation to your email. Click the link in the email to continue registration.
- **4.** Click 'Activate Cigna Account'. Now you can set up your password with the requirements provided on screen.

- Click 'Confirm password'. You'll also be prompted to set up two-factor authentication or you may skip this step. Two-factor authentication is used to provide added security for your account.
- 6. Choose 'Email or SMS & submit' or 'Skip authentication'.
- 7. Access your account, and read and accept the terms and conditions and any other informational messages.
- 8. Click 'Continue'.



1. The downloading and use of the Cigna Envoy app is subject to the terms and conditions of the app and the online store from which it is downloaded. Standard mobile phone carrier and data usage charges apply.



Offered by Cigna Health and Life Insurance Company or its affiliates.

Web-based tools, such as Cigna Envoy® are available for informational purposes only. These tools are not intended to be a substitute for medical care provided by a physician. The listing of a health care professional or facility in the mobile directories available through the Cigna Envoy mobile app does not guarantee that the services rendered by that professional or facility are covered under your benefits plan. Refer to your plan documents, or call the number listed on your ID card, for information about the services covered under your plan benefits. References to non-partnered organizations or companies, and/or their products, processes or services, do not necessarily constitute an endorsement or warranty thereof.

Cigna Healthcare products and services are provided exclusively by or through operating subsidiaries of The Cigna Group, including Cigna Health and Life Insurance Company, Cigna Life Insurance Company of Canada, Cigna Global Insurance Company Limited, Evernorth Care Solutions, Inc., and Evernorth Behavioral Health, Inc. The Cigna Healthcare name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc., licensed for use by The Cigna Group and its operating subsidiaries. "Cigna Healthcare" refers to The Cigna Group and/or its subsidiaries and affiliates.

Products and services may not be available in all jurisdictions and are expressly excluded where prohibited by applicable law.