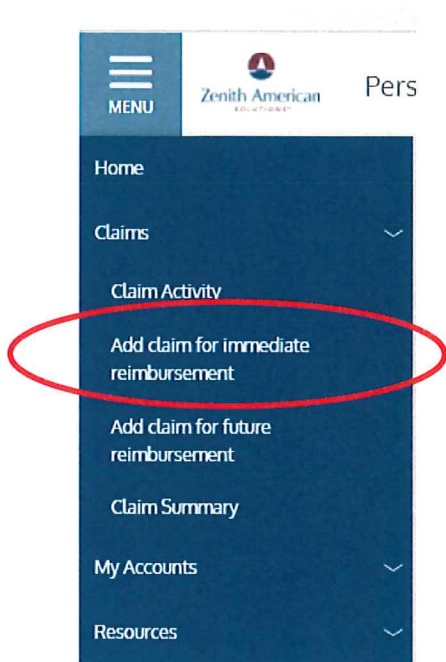


VACTION FUND INTERNET INSTRUCTIONS

1. Log into your account Online at edge.zenith-american.com
 - Select Vacation Fund and continue to be taken to the and go to Claims on the left side of the screen.
 - Click on Claims to see the options in that category
 - Select on “Add a claim for immediate reimbursement”



A new page will open

2. CLAIM DETAILS

 Claim Form Instructions

* - Required Field

 Service Type *

 Service Start Date *

 Service End Date

 Claimant

 Claim Amount *

 Provider Name

 Account Number

 How Many Payments?
 Recurring Payment One Time Payment

 Comments

- Service Type –Drop Down with 1 option- Reimbursement
- Today's Date
- Your name will appear in the Claimant box
- The amount you are requesting.
 - You may request any amount. You will receive what is in your Vacation account at the time of the request. If you requested amount was more than what is in your account, any future money you receive will continue to be reimbursed until it has paid your request in full or you no longer have contributions.

Select Next to be moved to the next screen

3. DOCUMENTATION

- Chose Validate Later, there is no receipt required



Please Choose a Validation Method to Continue



Attach Claim Receipt

Take a photo of your receipt or attach an existing document now.



Validate Later

Submit the claim without a receipt now, knowing a receipt may be required for claim approval.

✕ CANCEL