



How to Submit Manual Claims to YSA (Your Spending Account)

1. Log into the Benefits Service Center via the Quick Links box on the my.aa.com homepage.
2. Once in the Benefits Service Center, click on Health Care Spending Account or Dependent Care Spending Account. If you do not see any of these options click on “Show More” which will open up other benefits you may have.
3. On the next page, look for the Take Action Field. Under that field, select “Create Dependent Care Claims” or “Create Health Care Claim”
4. On the next page, choose a method to submit your claims. Options are 1) Upload or 2) Fax or Mail.
5. Complete the claims section as necessary. You can add up to 8 expenses per claim submission
6. Choose Continue
7. Follow instructions based on the claims submission method chosen “Upload” or “Mail or Fax”
8. Claim will be submitted and can be verified on the Account Summary Recent Activity.

If you have any questions or wish to check the status on your claim please call the Benefits Service Center at 888-860-6178. (Monday – Friday, 9 a.m. to 6 p.m. CT)