



Irish Life  
health

# Online Claiming

Quicker, Easier,  
Anytime



[www.irishlifehealth.ie](http://www.irishlifehealth.ie)

# Online Claiming Guide

## It's quick and easy to use

You can claim for your day-to-day and outpatient expenses online anytime. It's a good idea to check what cover you have on your plan before submitting receipts. You can do this on [irishlifehealth.ie](https://irishlifehealth.ie)

STEP  
1

### Getting Started

- > Log onto our member secure site on [irishlifehealth.ie](https://irishlifehealth.ie)
- > Once logged in, click on the claims tab.
- > Remember, online claiming will only show in your member site if you have registered your bank details for online payment.

**TIP:** Your membership number is located on your Irish Life Health membership card. If you are having problems, call our support team on 1890 717 717



STEP  
2

### Uploading your Receipt

Upload a photo of your receipt and fill in your receipt details. If your receipt contains multiple treatments, each treatment should be entered as a separate line. Once you have entered the details of your receipt, simply click the **SUBMIT** button.

Remember your receipt should show:

- > the amount paid;
- > the full name of the member receiving treatment and their date of birth;
- > the date the treatment was received;
- > the type of practitioner that you attended;
- > the name, address and qualifications of the practitioner providing the care on the practitioner's headed paper.

Hold on to your receipts for 6 years as we may need them to verify your claim

STEP  
3

## Review your Receipts

On the review your receipts screen, you can see the receipt you just submitted.

You can also add or delete a receipt if you need to.

STEP  
4

## Payment Details

Once you have submitted all your receipts, we will display your bank account details.

This is the account the claim will be paid into.

Click **SUBMIT** to complete.

Remember, if you pay monthly by direct debit, your account details for online claiming must be the same.

STEP  
5

## Claim Submitted

Once submitted, a reference number will display.

Please keep note of this number in case you have a query in the future.

STEP  
6

## Claim Paid

We will review your claim and pay what you're owed directly into your bank account within 5 working days unless we need to talk to you about your claim.



Use Irish Life Health  
Online Claiming on your  
mobile, tablet and desktop



**Irish Life  
health**

For more information on Online Claiming  
visit **[irishlifehealth.ie](https://irishlifehealth.ie)**.