RETIREE MEDICAL PLAN OF THE SANTA MONICA
POLICE OFFICERS' ASSOCIATION REIMBURSEMENT TRUST

Quick and Secure way to
Submit your Medical Claim information!

Are you tired of the expense of mailing or faxing in your information and not being sure your claim was successfully received? If you have a computer and scanner, follow these simple instructions to save money and get a receipt that your information was received by the Medical Trust office.

After you have all your information and forms completed and you've gathered all your proof of expense(s), you'll need to put everything in order page by page. Then scan all your claim information into your computer naming your file with the date, your last name, and first initial. It can be saved on your desktop to be filed later or create a folder you've named to hold your claim submissions. Scanning all the pages of your claim into a single document will make things much easier for the upload to the Trust's system. If you have multiple documents to upload, please refer to page 3 for instruction on that process.

Next, from your computer go to this Trust's web link "http://smpoatrust.org/contact_us.shtml." When you go to this link it will look like the picture below.

In the picture above near the top in the dark blue header, you'll see the words "Submit Doc & Contact US," you need to click on the words "Submit Docs & Contact US," it will take you to the next screen.

The next screen you'll see is shown below. You will use this screen to Upload your scanned documents. See in the center of the box the words "Drag and drop files," and below those words in light blue the words, "Browse your device" (this is referring to files on your computer).
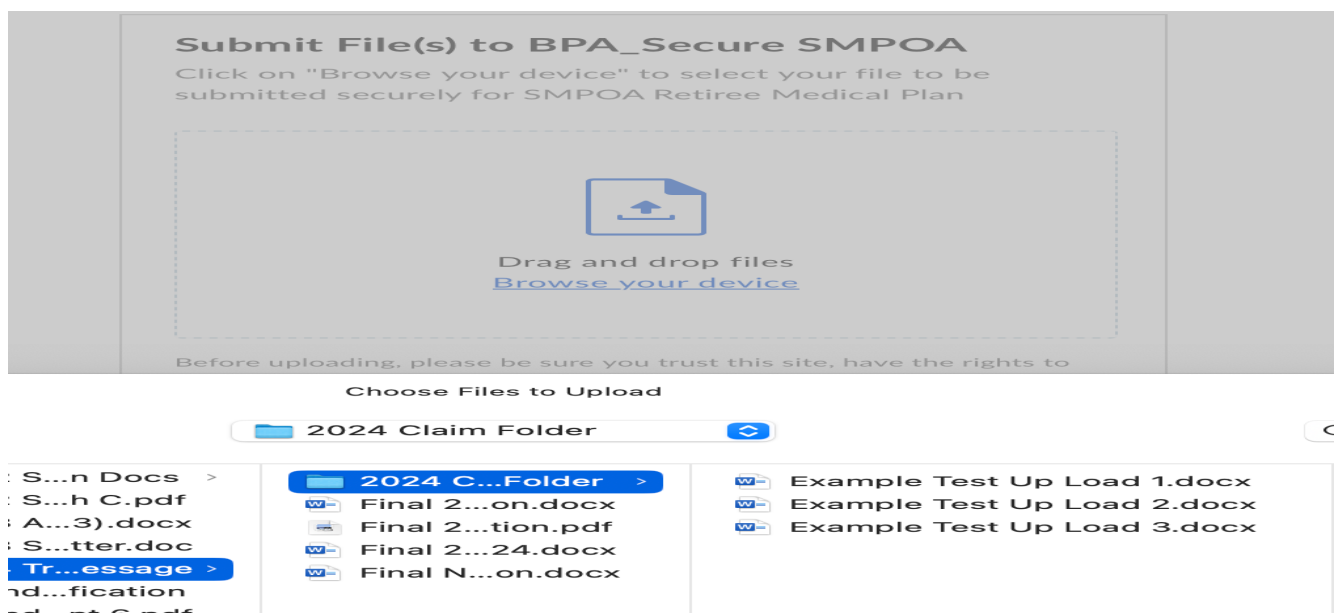
Submit File(s) to BPA_Secure SMPOA

Click on "Browse your device" to select your file to be submitted securely for SMPOA Retiree Medical Plan

Drag and drop files
Browse your device

Before uploading, please be sure you trust this site, have the rights to the data, and want to share this content to the owner of this upload widget.
View Box Terms of Service.
View Box Privacy Notice.

box

When you click on, "Browse your device" a smaller screen will appear, like below, with an area shadowed over the screen shown above. You should locate the folder or file(s) that contain the scanned Medical expense records.

Submit File(s) to BPA_Secure SMPOA

Click on "Browse your device" to select your file to be submitted securely for SMPOA Retiree Medical Plan

Drag and drop files
Browse your device

Before uploading, please be sure you trust this site, have the rights to

Choose Files to Upload

📁 2024 Claim Folder

S...n Docs >	📁 2024 C...Folder >	Example Test Up Load 1.docx
S...h C.pdf	Final 2...on.docx	Example Test Up Load 2.docx
A...3).docx	Final 2...tion.pdf	Example Test Up Load 3.docx
S...tter.doc	Final 2...24.docx	
Tr...essage >	Final N...on.docx	
nd...fication		
nd...nt 6.pdf		

Now you're able to download your claim documents. Hopefully you were successful in combining all your paperwork into a single scanned copy. If not and you have multiple files, learn how you can download multiple files into a single command using your computers help search.

Here is a tip that might help for both PC and MAC computers.

Examples can be found by searching YouTube.Com using the words, "How do I screenshot, or attach multiple files or folders to Drop Box on my PC or MAC". There are dozens of short videos showing how to do both, or possibly the below instruction will help.

For a PC – Locate the file(s) you created for upload, hold and keep the "Control" key down and at the same time left click the file(s) you want to upload, once all the file(s) are selected, continue to hold the "Control" key down. Now, Right click your mouse and click "Select" and your files should upload. To screenshot on a PC, you press the Window symbol Key and at the same time the PrtScn key and the screen will flash.

For a MAC, locate the file(s) you created for upload, hold the Command Key down and click on your file(s), once all the file(s) are highlighted, release "Command" key, then click "upload" and your files should be uploaded. Screenshots on a MAC are Shift+Command+4.

Using the above instructions, located your scanned file(s) folder, click on the file(s) folder so they become highlighted as shown in the picture below. When finished clicking all the files you want to Upload, you will see in the lower right corner, the Upload button has turned dark blue as shown in the below picture. Click the Upload button.
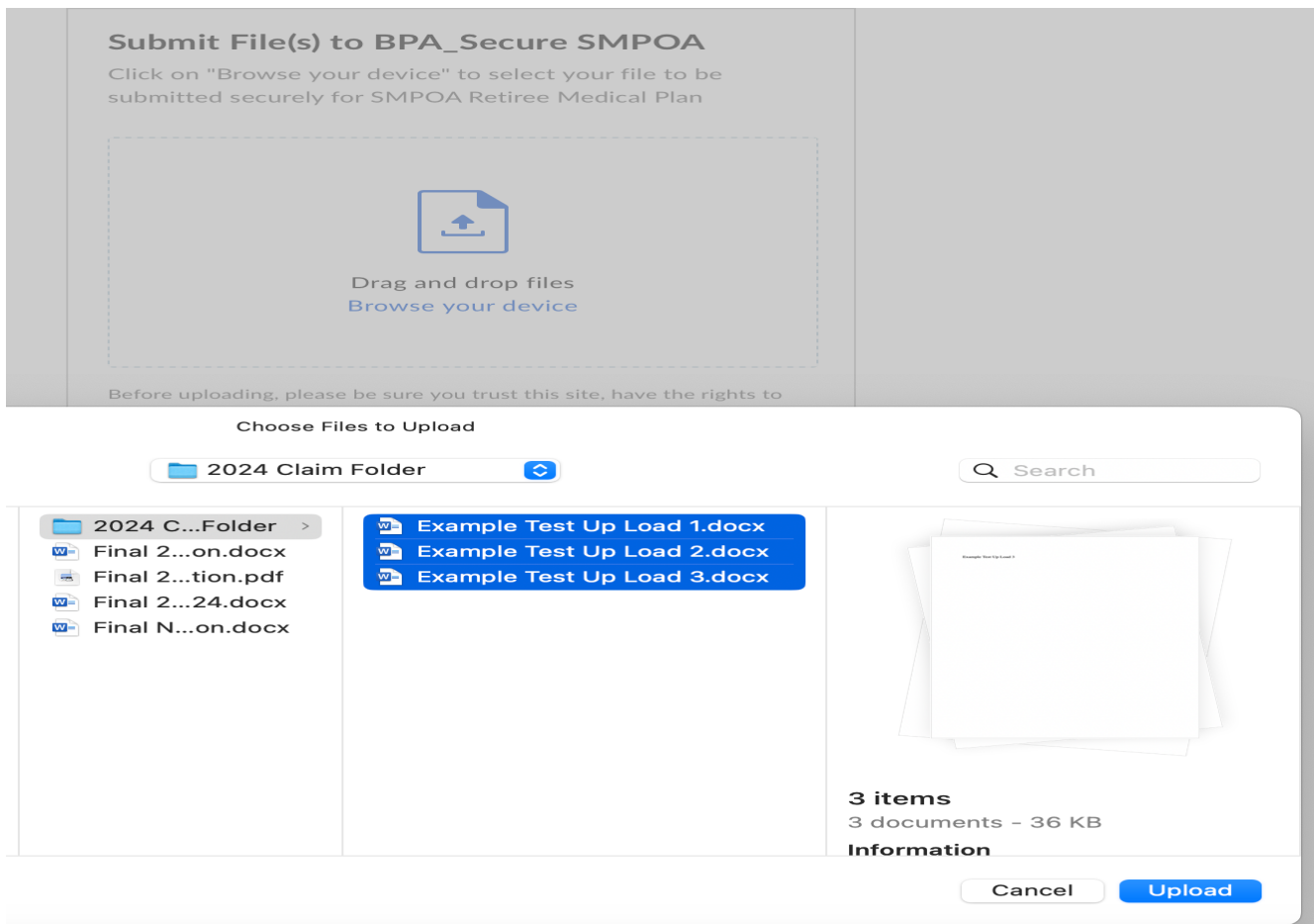
Once uploaded your screen should look like the below picture showing the files uploaded within the highlighted in light green box. Within the green box, you can scroll up and down to confirm all your files were uploaded. At this point you cannot add any new files, which is the reason we suggested making one single scanned copy. What can you do? You can cancel this upload and start over with a new upload adding the document(s) you missed.

Submit File(s) to BPA_Secure SMPOA

Click on "Browse your device" to select your file to be submitted securely for SMPOA Retiree Medical Plan

File(s)

✔ Test 1 as example of Drop Box System.docx	11.7 KB
✔ Test 2 of Drop Box Download.docx	11.7 KB
✔ Test 3 of Drop Box Download.docx	11.7 KB

Description

Your Email Address (required)

Cancel   Upload

box

You'll need to complete the Description Box and add your email address as requested, but before you hit "Upload," take a screenshot (page 3), which will have a date and time stamp.

Submit File(s) to BPA_Secure SMPOA

Click on "Browse your device" to select your file to be submitted securely for SMPOA Retiree Medical Plan

File(s)

✔ Test 1 as example of Drop Box System.docx	11.7 KB
✔ Test 2 of Drop Box Download.docx	11.7 KB
✔ Test 3 of Drop Box Download.docx	11.7 KB

Description

Test of Download System

Your Email Address (required)

shanetalbot1774@gmail.com

Cancel   Upload

box

After the screenshot of the above, click upload. After the system uploads your files, you'll see a screen like the one below. Take another screenshot (page 3) of the below response showing upload was successful. Both these screenshots will have the date and times stamped on them and it is your proof that the Medical Trust office has received what you submitted, and you should retain copies of your screenshots if needed later. The Medical Trust office may request additional information that is needed for your claim to be approved and you will have to provide whatever is requested.
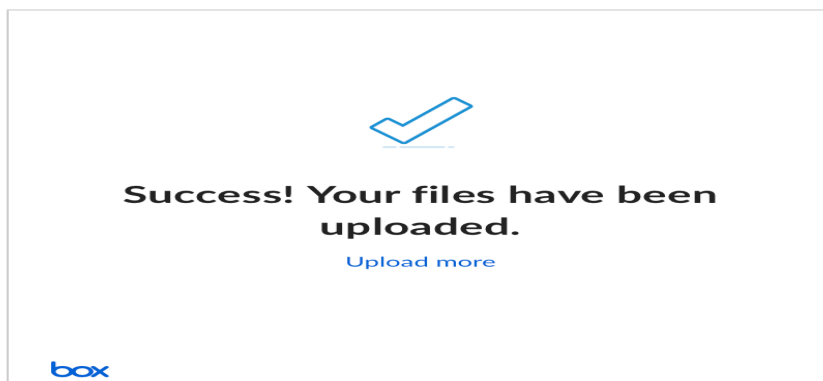
We hope you found this useful and helpful!