

**BDAE***Mit Sicherheit ins Ausland!*

Introduction Webupload

With this brief introduction we want to help you with the service of our Webupload-tool to receive an smooth reimbursement and e-claiming process.

What can I upload?

All bills, invoices, recipes etc. with an amount of **up to 1,000 Euros**. As in some cases we still may ask for the originals we oblige you to keep the original documents at hand for at least three years.

Our application form is still needed in this process as well.

All bills above 1,000 Euros will have to be send to us via post mail, so we receive the original documents.

How to upload?

In order to upload a document please go to <https://webupload.bdae.com/?lang=en>

BDAE Gruppe | DE | EN

WEB-UPLOAD

Choose department: submit claim online

Choose files: Keine Dateien ausgewählt. (Pdf, Word, Image, Zip | max. 20MB)

Policy number:

Comment:

Captcha:

Impressum | Haftungsausschluss | Datenschutz

- Please choose "submit claim online"!
- Search for your recipes, invoices etc. (you can upload several documents at a time)
- Type in your policy number beginning with a "P" (Pxxxxx.xxxxx)
- Leave us your comment
- Type in the security code (Captcha)
- Klick "upload now"

**BDAE***Mit Sicherheit ins Ausland!***Important:**

- Please **submit invoices, recipes, etc. separated from each other – not merged**. You may upload multiple single documents simultaneously. If you upload all documents merged as one file it will slow down the electronical data and work process.
- You may only upload PDFs, pictures, Word-Documents and ZIP-Files. Or in other words files with the following endings: .bmp .doc .docx .gif .jpg .pdf .png .rtf .txt .zip

In case of questions, problems or any other issues do not hesitate to contact us.

Your BDAE-Team