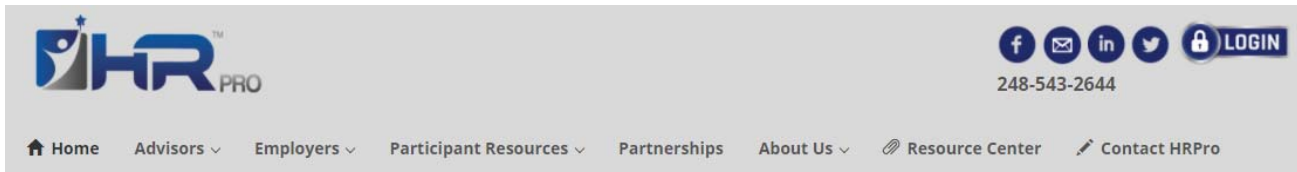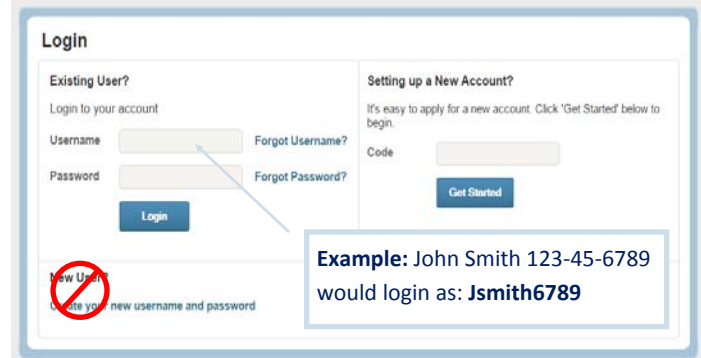# Participant Account Login Instructions

In order to view your account, file a claim, check status, submit documentation or view recent transactions, you'll need to log into the system. To get started, go to www.hrpro.com and follow the instructions below:

1. Click the Login Button in the upper right corner

2. Under FSA | HRA| HSA | DCA | TRANSIT
   Click **EMPLOYEE LOGIN**

3. **Login for the first time** using the following:
   Username: First initial (cap), full last name (lowercase) and the last digits of your SSN.

Login

Existing User?
Login to your account

Username _____ Forgot Username?

Password _____ Forgot Password?

Login

New User?
Create your new username and password

Setting up a New Account?
It's easy to apply for a new account. Click 'Get Started' below to begin.

Code _____

Get Started

Example: John Smith 123-45-6789 would login as: **Jsmith6789**

If this is your first time logging onto the system, use Password1 as your password. You will be prompted to set up security questions for verification purposes and then you'll need to create a new, unique password before entering the system. If this is not your first time logging in, use your previously created username and password. If you don't remember it, click 'forgot username/password' link to reset it or contact Customer Service for assistance. **NOTE: Login as Existing User — not New User!**

Please feel free to contact customer service for assistance logging into your account

ACCOUNT HOME PAGE

Home   Dashboard   Accounts   Tools & Support   Statements & Notifications   Profile

I Want To...
File A Claim
HSA Transaction
Manage Investments

Available Balance

2013 HSA
Cash Account $0.00
Investment Account $0.00
2016 FSA LTD $1,103.80
2015 FSA STD $0.00

Welcome

We're Making it Easy to Manage Your Healthcare Expenses View More

Message Center 4
HSA Enrollment View More
Download Mobile App View More
View my HSA tax statements
Manage my notification preferences

Recent Transactions

Date	Expense	Merchant/Provider	Submitted Amount	Status
1/28/2016	Vision	OAKLAND OPHTHAL...	$96.20	
12/28/2015	Pharmacy	Beaumont Pharmacy	$11.28	
12/9/2015	Medical	PREMIERE PEDIATRI...	$10.00	

View More

Quick View

Paid Claims By Category

Election Summary 1/1/2016-12/31/2016

Drugs & Medicine $11.28
Pharmacy $492.95
Dental $946.63
Medical $612.40

Quick action buttons provide ability to file claims and other common tasks

View available balances in your active and current accounts

A graph displays by category how spending account dollars are being used
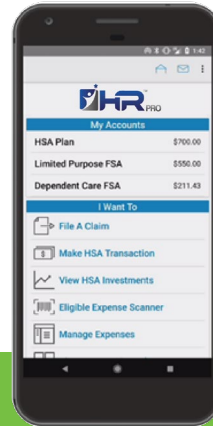
Message Center indicates recent notifications and alerts

Quick view of recent transactions or claims and status

For questions regarding your account, please contact HRPro Customer Service at 248-543-2644 | email: accounts@hrpro.biz

Manage Your Health Benefits on the Go with the HRPro Mobile App

Want a simple, easy way to check your healthcare account balances and submit receipts from anywhere? The HRPro Mobile App lets you securely access your health benefit accounts with a touch of a finger.

Features

With the HRPro Mobile App, you can get to the healthcare account information you need—fast. Wondering whether you have enough money to pay a bill or make a purchase? The HRPro Mobile App puts the answers at your fingertips:

- Real-time access
- Fingerprint quick login
- Check available balances and account
- Summarizes of account information
- Messages and text alerts
- Link to an external web pages
- Retrieve lost usernames or passwords
- Use your device of choice – including Apple® and Android™-powered smartphones
- Submit claims
- Upload receipts by snapping a photo
- Make distributions
- Us the eligible expense scanner to scan items to see if they are qualified
- Add and store payees
- Report debit cards lost or stolen and much more!