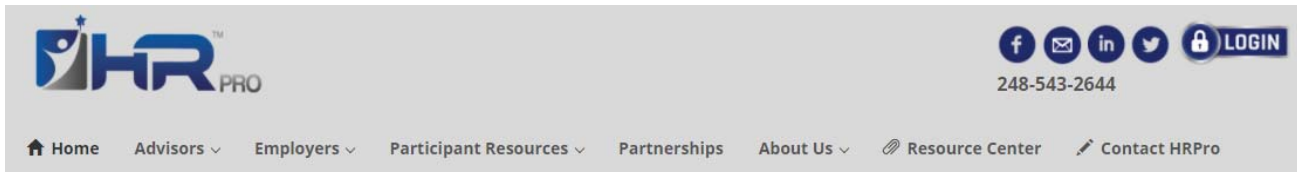

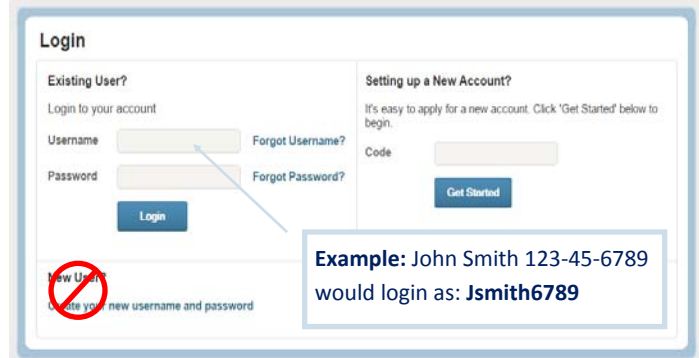


Participant Account Login Instructions



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.biz and follow the instructions below:

1. Click the Login Button in the upper right corner
2. Under FSA | HRA | HSA | DCA | TRANSIT Click 
3. **Login for the first time** using the following:
Username: First initial (cap), full last name (lowercase) and the last digits of your SSN.



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

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