



Mobile gives you anytime, anywhere convenience so you can make the most of your HRA, HSA, or FSA funds.

Upload Your Receipts & File Claims... online & via smartphone

HRPro make it easy for you to install an app you can use on your smartphone to check your health benefit accounts' available balances and claim filing deadlines. You are also now able to submit claims for reimbursement and send/upload receipts using your mobile device's camera. This function applies to both debit card transaction and manual claims. Once you upload a claim or receipt we will receive notification that documentation has been sent and it will be reviewed for substantiation.

How It Works...

- 1) **Download** our app.
- 2) Log into your account.
- 3) File your claim for reimbursement. Take a picture of your receipt and attach it to the claim submitted OR
- 4) if you already used your debit card and want to upload a receipt for substantiation of the debit card transaction that is pending a receipt - simply upload your receipt to the transaction via the phone.



hrpro.biz

At HRPro, we work very hard every day to help you get the most benefit from your HRA, HSA, or FSA accounts. We hope you'll enjoy the convenience and added assurance that HRPro Mobile provides.

If you have any questions, please contact accounts@hrpro.biz or call 800.989.8776.

Participant Account Login Instructions



HOW TO LOGIN:

1. Go to www.hrpro.biz
2. Click on "Participant Login"
3. Login using the following:
Username: First initial (cap), full last name (lowercase) and the last 4 digits of your SSN.

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 immediately to create a new, unique password before entering the participant portal.

ACCOUNT INFORMATION:

Home Page: This page will display a snapshot of all active accounts and provide links to the most frequently accessed areas of the site.

Action Items will appear in red on the home page to immediately alert you to any outstanding receipts or repayments due

Accounts section will display the balances of all active accounts. You can also click the links to view activity or file claims

Next Scheduled Reimbursement section will provide the next scheduled process date for claims and projected payment

Profile tab will display your personal and dependent information, as well as the ability to add or modify dependents and bank account information if applicable

Notifications tab displays a history of all correspondence including account statements, receipt reminders, advice of deposits, etc.

Forms tab provides links to forms or documents available for download

The forms are in .pdf format requiring Adobe Acrobat Reader. You may download a free version of acrobat reader from the Adobe website: <http://www.adobe.com/products/acrobat/readermain.html>.

Account	Available Balance	Final Service Date	Final Filing Date	Actions
Health Savings Account	\$3,714.18			Request Distribution View Activity Change Election
Dependent Care 1/1/2009 - 12/31/2009	\$100.00	12/31/2009	3/31/2009	File Claim View History

Account	Submitted Claims	Pending	Denied	Method	Projected Payment
Dependent Care 1/1/2009 - 12/31/2009	\$500.00	\$100.00	\$0.00	Check	\$100.00