

Log into https://hrpro.lh1ondemand.com/
Or access from our client portal on hrpro.com
Under "Setting up a New Account"
Enter Code BAIClick on "Get Started" at the right of the screen

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Login		
Existing User?		Setting up a New Account?
Login to your account		It's easy to apply for a new account. Click 'Get Started' below to begin.
Username	Forgot Username?	Code
Password	Forgot Password?	
		Get Started

This will take you to a "Create Account Page"

Fill out all required information such as name, date of birth, address, and email. You MUST answer all questions with a red *

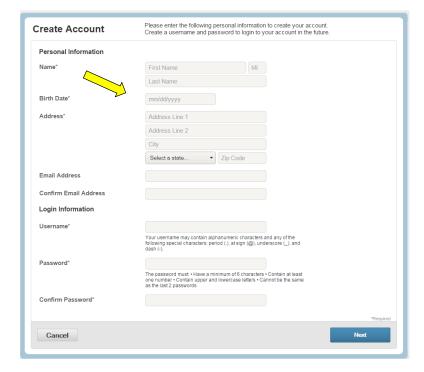
Create a user name

(Note: You username must be in this format: First initial (uppercase), full last name (lowercase), and the last four digits of your SSN. Example: John Smith with SSN 123-45-6789 would have a username of Jsmith6789)

Create Password

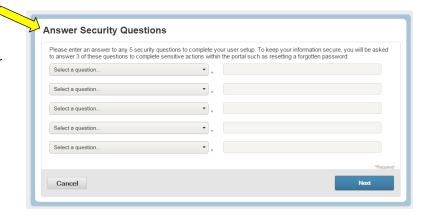
The password must: • Have a minimum of 6 characters • Contain at least one number • Contain upper and lowercase letters • Cannot be the same as the last 2 passwords

Click Next



Select and answer (5) security questions.

To keep information secure, you may be asked to answer These quesitons when accessing sensitive information Or making changes to account.







Continued

Your main page account is now initiate and you will see The main account screen. This screen will have enrollment information displayed for you to start the enrollment process.

This page also shows any messages in your "Message Center". Check this area periodically for important messages regarding your account.

Click "Enroll Now" to begin the enrollment process.

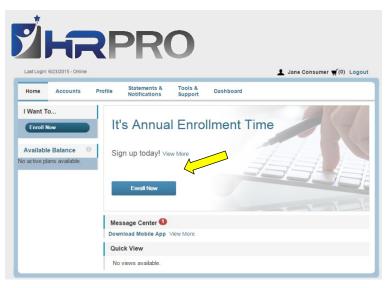
This takes you to the "Enrollment" page with important information regarding FSA enrollment, and plan description for your FSA account and DCA (Dependent Care Account) *if elected.* A separate pop-up window will appear for plan information.

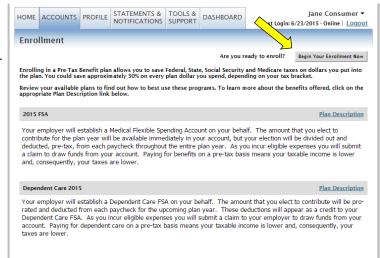
After reviewing information, and are ready to proceed, click "Begin Your Enrollment Now" located on the right upper side of page.

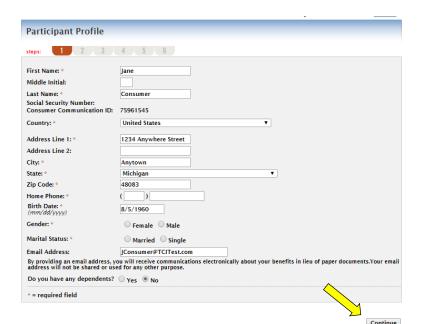
The **Participant Profile** screen will appear.

Verify/update all information and click "Continue"

All red * questions are required.







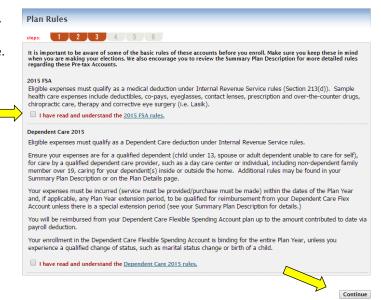


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If "Do you have any dependents" from previous page is marked "yes", then this page for dependent information will appear. Multiple dependents may be entered on this page. If "Do you have any dependents" on previous page is marked "no" Then you will proceed directly to step 3.

The "Plan Rules" page will appear for FSA and DCA (if elected). Read though rules pertaining to account(s).

Click "I have read and understand the rules" and click continue.



Your "Elections" page will appear. You can view plan maximums and enter your current year election amount. If no dependents are noted, "Dependent Care" will not be an option.

Once the election amount is entered, click **calculate** and it will show your total tax savings and estimated per pay period deduction.

Click "Continue" to proceed.

ter your actual elections in the field pr duction select the calculate button. If y	rovided. To calculate the to you choose to not enroll in	otal elections, tax savings, and estimated po n a plan leave the field blank.	er pay period
	Your Election	Max Employee Election	
2015 FSA 🕢		\$2,500.00	
Dependent Care 2015 ②		\$5,000.00	
Total election for the year:			
Total tax savings for the year*:		Calculate	
Estimated per pay period deduction	:		



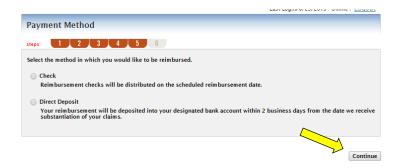
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The **Payment Method** screen will appear. The reimbursement methods offered by your employer will be displayed. Select which method of reimbursement you prefer - check or direct deposit.

NOTE: If direct deposit is selected, an additional screen will appear after this one to set up direct deposit.

Click "Continue"

Direct Deposit Information: (only if checked on previous Screen) enter routing number and click **"Find Your Bank"** this will take you your Bank Information screen.





Enter account number, bank name and address. Once completed, click "Continue" to move to next step.

ir routing number is	s not correct, click Cl	nange Your Bank.	uting number is correct, complete the bank information.
outing Number:*	123456789	Change Your Bank	
count Number:			
count Type:*	Checking ▼		
count Nickname:			
nk Name:*			
reet Address:*			Joan E. Hancock 75012 Colson Avenuue Louisville, Kentucky 40225
ty:*			Louisville, Kentucky 49225
ate:*	Alabama	▼	AnyBank USA
Code:*			Anywhere, USA

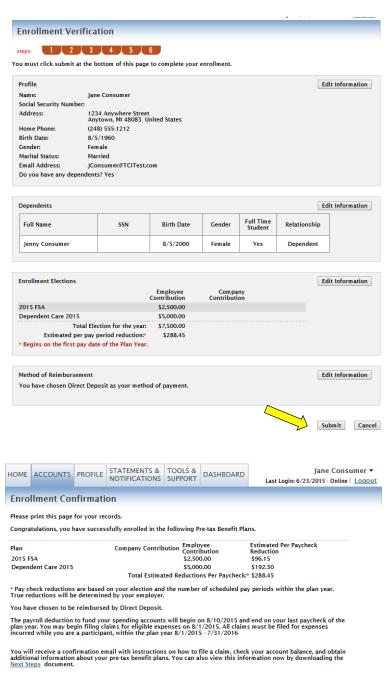
			routing and checking





Continued

The **Enrollment Verification Screen** will appear- verify/edit information, then click **"Submit"**



The **Enrollment Confirmation Page** will appear. Please print this page for your records.

That's it! You are all enrolled. You may access your account anytime from our client portal found on the hrpro.com website. You can view your account, check and update your profile, add dependents, get statements and access our tools and support area with contact information, forms and handy links.

Print