

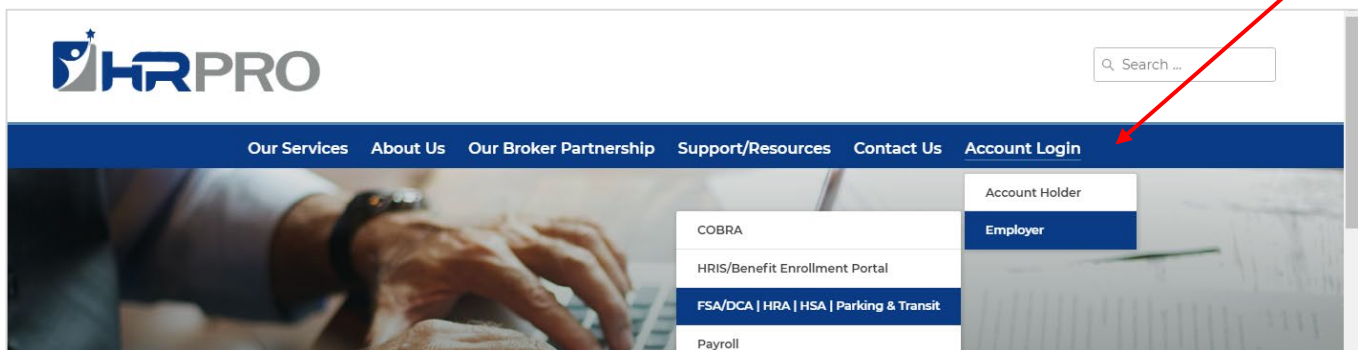


Your HRA Employer Portal

We are pleased to provide you with a tool to assist in quick access to some of your company's benefits information. Currently, the Employer Portal has 4 main features for you to take advantage of:

- **Viewing scheduled reports and notifications** – Any scheduled reports and notifications that you are currently receiving via email can now be obtained on the Employer Portal. No more trying to keep track of them on your own.
- **Requesting benefit related information from us** – You can send requests directly to us while you are in the Employer Portal. You may send us updated documents as well, such as payroll files, plan rules and details.
- **Viewing plan details for all your plans** – Can't remember what your plan information states? No problem, you now have access to this information through the Employer Portal.
- **Downloading the latest forms** – Find the latest forms at your fingertips and ready to download on the Employer Portal.

Maneuvering throughout the Employer Portal is very easy. Simply click on "Account Login" from the website's main menu. As an employer, you will choose "employer login"



Access the Employer Portal

Use the information below to access the Employer Portal:

Web Address: www.hrpro.com and click on the Account Login tab of the main menu. Choose "Employer" FSA/DCA | HSA | HRA | Parking & Transit

Username: Your UserName

Temporary Password: *Will be sent in a separate email

If you receive an error message when attempting to access the site, please have your IT resource add the following IP address to their list of allowed sites: 207.97.217.170.

The information you are looking for is just a click away, go out there and give it a try!



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