



Parking Account Claim Form

Instructions for Filing a Claim

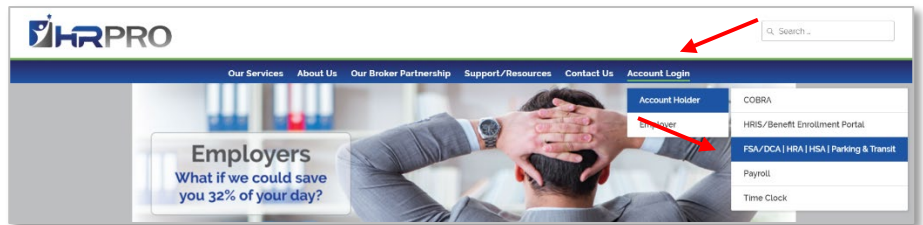
1. Please type or print all information clearly and submit claim form to HRPro via mail, fax or email. Keep a copy of the claim form and receipts for your records. You may call HRPro at (248) 543-2644 with any questions regarding your claim.
2. Attach copies of receipts to the claim form (You keep the originals). Canceled checks are not accepted.
3. You may only submit expenses incurred by you.
4. Claims will be accepted and processed according to the schedule set forth by your employer.
5. Remember, disbursements from your spending accounts are made on a pre-tax basis. When filing your annual income tax return, do not declare reimbursements as income and do not take any expenses you have been reimbursed for as a deduction.

Allows you to:

- File claims online
- Check account balance and claim history
- Review outstanding receipt requirements
- View plan information
- Download forms

How to Login:

1. Log into www.hrpro.com and click on "Account Login" in the menu bar. Use Drop down to access> account holder login> FSA/HSA/HRA/Commuter or Click Our services > Benefit Administration > Commuter to access login from that page.



2. 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.

The screenshot shows the HRPro login page. At the top is the HRPro logo. Below it is a navigation bar with links: Our Services, About Us, Our Broker Partnership, Support/Resources, Contact Us, and Account Login. The Account Login link is highlighted with a red arrow. Below the navigation bar is a large banner image with the text "Employers What if we could save you 32% of your day?". To the right of the banner is a sidebar with links: COBRA, HRIS/Benefit Enrollment Portal, FSA/DCA | HRA | HSA | Parking & Transit, Payroll, and Time Clock. Below the banner is a login form. The form has two main sections: "Existing User?" and "Setting up a New Account?". The "Existing User?" section has fields for Username and Password, and a "Login" button. The "Setting up a New Account?" section has a "Code" field and a "Get Started" button. Below these sections is a "New User?" section with a link "Create your new username and password" highlighted with a red arrow. At the bottom of the page is a footer with contact information and a copyright notice.