

Participant Account Login Instructions

HOW TO LOGIN:

1. Go to www.adminproadvantage.com
2. Click on "Employee Flex/HRA 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>.

HOME ACCOUNTS PROFILE NOTIFICATIONS FORMS LINKS Jane Sample Logout

Welcome, Jane

Welcome to your single source for all you need to know about your pre-tax benefits. Request payment, check payment status, view account balance and summary information, access important notifications about your account, and more!

Action Required:
 1 repayment(s) totaling \$5.00 due for claims you were paid and later denied
 2 receipt(s) needed to approve your claims

Accounts [View Account Summary](#)

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

Next Scheduled Reimbursement Processing on Friday, 5/29/2009 [View All Payments](#)

Custom text. You can expect to receive your payment for claims processed on the reimbursement processing date above as follows depending on the payment method: direct deposit payments will be deposited into your bank account 2-4 business days after the processing date and checks will be mailed 1-3 business days after the processing date.

Accounts with a Projected Claim Reimbursement

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

Total Projected Payment: \$100.00

Questions?
 Contact Customer Support at: (248) 543-2644 Or toll free at: (800) 989-8776 or support@adminpro-inc.com.