





Health Reimbursement Arrangement (HRA) Mobile App Instructions & OnLine How To Guide

Welcome to your Health Reimbursement Arrangement. The mobile application and secure online portal gives you 24/7 access to view information and manage your Flexible Spending Accounts.

MOBILE APP FEATURES:

- ✓ View account balance and claims history
- ✓ File a claim
- ✓ Upload a receipt by taking a picture

Download app instructions:

<p>iPhone/iPad</p> <ul style="list-style-type: none">✓ Go to the Apple Store✓ Search for “A&I”✓ Download the Evolution1 Mobile App 	<p>Android</p> <ul style="list-style-type: none">✓ Go to the Play Store✓ Search for “A&I”✓ Download the Evolution1 Mobile App 
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SECURE ONLINE PORTAL FEATURES:

- ✓ Sign up for direct deposit
- ✓ Sign up for text message notifications
- ✓ View HRA statements, account balances, claims and reimbursement history
- ✓ File a claim and upload receipts
- ✓ Update your banking and email information
- ✓ Change your login ID and/or password
- ✓ Download forms
- ✓ Report a lost/stolen Benny Visa Card and request a new one

HOW TO LOG INTO YOUR ACCOUNT ONLINE

1. Go to www.959trusts.com
2. Click on Access my HRA Account
3. Enter your temporary user name and password (in lower case)

- ✓ YOUR TEMPORARY USERNAME is the first letter of your first name, followed by your full last name, followed by the last four digits of your Social Security Number
- ✓ YOUR TEMPORARY PASSWORD is the last four digits of your Social Security Number, followed by your full last name

For Example: Joe Smith 123-45-6789

Username: jsmith6789

Password: 6789smith

4. Click “log in”. You are required to change your username and password the first time you log in.

ON THE HOME PAGE

- ✓ Navigate the menu bar at the top and links at the bottom
- ✓ View messages
- ✓ View and access action items that require your attention
- ✓ View and access account balances
- ✓ Submit a receipt

FILE CLAIMS AND UPLOAD RECEIPTS

1. Click the “file claim” link on the home page or select this option on the “accounts” drop down menu.
2. Enter your claim information and upload the receipt. Even if you are not uploading the receipt(s) now, you will still need to click the “yes” option to continue.
3. To enter more than one claim, click “add another claim”.
4. When all claims are entered, click “submit claims.”
5. A claim confirmation page will appear. Print this form as a record of your submission. If you did not upload the receipt, print another claim confirmation form to submit to A&I Benefit Plan Administrators and attach the required receipts.

SIGN UP FOR DIRECT DEPOSIT

1. Select “bank accounts” from the “profile” drop down menu
2. Select “add bank account”
3. Enter your bank account information and click “submit”

SIGN UP FOR TEXT MESSAGE NOTIFICATIONS

1. Select “notification preferences” from the “notifications” drop down menu
2. Enter your mobile phone number, mobile carrier, and time zone
3. Select the notifications you would like to receive via text message

VIEW ACCOUNT ACTIVITY AND ACCOUNT BALANCE

1. View directly on the home page; or
2. Select “account summary” from the “accounts” drop down menu

VIEW CLAIMS HISTORY

1. Select “account summary” from the “accounts” drop down menu on the home page
2. Select the link under “submitted claims”

VIEW PAYMENT HISTORY

1. Select “payment history” from the “accounts” drop down menu on the home page
2. Click “view detail” on the far right to see claim details

UPDATE YOUR EMAIL ADDRESS

1. Select “profile summary” from the “profile” drop down menu
2. Click on “Update profile”
3. Enter your new email address and click “submit”

CHANGE YOUR USERNAME AND PASSWORD

1. Select “login information” from the “profile” drop down menu
2. Click on the link for the login information you wish to change
3. Follow prompted instructions and click “save”

HOW DO I REPORT A DEBIT CARD MISSING AND/OR REQUEST A NEW CARD?

On the Home Page, under the Profile tab, click Debit Cards on the drop-down menu. Under the Actions column on the Debit Cards form, click Report Lost/Stolen or Order Replacement and follow instructions. There is a \$10 fee for replacement cards.

