

Participant Login Instructions

In order to **view your account, file a claim, check status, submit documentation on or view recent transactions**, you'll need to log into the system. To get started, go to www.hrpro.com and follow the instructions below:



1. Click the **Account Login** tab in the main menu (far right) www.hrpro.com.
2. Select "Employee Log-In": FSA, HSA, HRA, LSA And Commuter Accounts
3. Logging in for the first time, select **NEW USER**. You will be prompted to enter your name, zip code and social security number, once recognized, you will be able to set your own user name and password.
4. Existing users (those who have logged in before) please sign in under **EXISTING USER** with the user name and password you have previously established.

FSA, HSA, HRA, LSA
And Commuter Accounts

EMPLOYEE LOG-IN >



Your Home Page



MESSAGE CENTER FOR NOTIFICATIONS

IMPORTANT UPDATES/ARTICLES

QUICK ACTION BUTTONS FOR EASY ACCESS



ACCOUNT BALANCES AT A GLANCE

VIEW RECENT TRANSACTIONS

EASY TO READ GRAPHS AND COMPARISONS