



## Health Reimbursement Arrangement Claim Form

### HRA Claim Filing Instructions:

1. You cannot submit a claim for a service period that begins in one plan year and ends in the next plan year. You will need to submit two reimbursement claim forms; one for each plan year covering the period during that plan year.
2. Complete ALL information on the claim form for each amount claimed for reimbursement.
3. Attach a copy of the Explanation of Benefits (EOB) from your health insurance provider to your completed claim form.
4. Sign and date the claim form.
5. **Keep a copy of the claim form and EOB for your records.**
6. **Submit your claim form with attached EOB by fax or mail to the following address:**

**HRPRO**  
1025 N Campbell Road  
Royal Oak, MI 48067

Tel: (248) 543-2644  
Fax: (248) 543-2296  
Email: [claims@hrpro.com](mailto:claims@hrpro.com)

### Online Access to Your Account

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](http://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 > HRA 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.

A screenshot of the HRPRO login page. The page has the HRPRO logo at the top. Below the logo is a 'Login' section with two columns. The left column is for 'Existing User?' and contains fields for 'Username' and 'Password', with links for 'Forgot Username?' and 'Forgot Password?'. A 'Login' button is at the bottom of this column. The right column is for 'Setting up a New Account?' and contains a 'Code' field and a 'Get Started' button. Below these columns is a 'New User?' section with a link that says 'Create your new username and password'. A red arrow points to this link.