



THE HARRISON GROUP, INC.

# HOW TO LOG IN TO YOUR ACCOUNT

## HAVE QUESTIONS ?

610.853.9075 Phone  
855.222.5727 Toll Free

**Managing your accounts has never been easier with two quick ways of accessing your information:**

## **PARTICIPANT WEB PORTAL**

- Open your preferred web search engine (Internet Explorer, Google Chrome, Firefox, etc.)
- Search **www.theharrisongrouponline.com**
- Select "I am a Participant" on the main page
- Go to "Participant Log In"
- Enter your User ID and Password:

Your USER ID is the first letter of your first name, followed by your last name, followed by the last four digits of your Social Security number.

Your PASSWORD is the last four digits of your Social Security number.

To change your User ID and Password, follow the prompts.



To create a new Password, the password must have at least 6 characters including: 1 uppercase letter, 1 lowercase letter, and 1 number

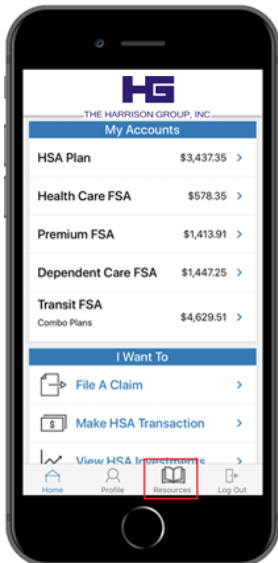
**When you log in to your account online through your participant portal, you have access to several features including:**

- ✓ checking your account balances
- ✓ requesting reimbursements
- ✓ uploading claim information
- ✓ review and manage expense information

Save time and hassle with an easy to use, convenient Mobile App that helps you keep going where you need to be.

## MOBILE APP

- Open the App Store  or Google Play  on your mobile device.
- Search **"The Harrison Group, Inc."**
- Download the free "The Harrison Group, Inc" app and open.
- Enter your participant login information (same login used to access your account via the participant web portal).
- Answer security questions and begin accessing your account details.



- ✓ checking your account balances
- ✓ use camera to upload receipt and file a claim
- ✓ record and track medical expenses with tracker
- ✓ use camera to scan barcode to see if items are FSA-eligible



unique to you



tested & trusted



easy navigation



user feedback



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# HOW TO USE YOUR BENEFITS DEBIT CARD

## HAVE QUESTIONS ?

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Quickly and conveniently access your funds and pay for eligible expenses with just one card for all your card-eligible benefits with us.

## HG ADVANTAGE CARD



### How do I get a card?

We'll automatically mail two cards to the address listed in your account the first time you enroll. Both cards will include the employee's name. Activate your card by calling the 800 number. Your spouse may sign his or her name on back of the second card and present it with his/her ID to use it. If you're already enrolled, continue using the debit card you have.

### Additional cards?

You may request additional debit cards for your spouse or dependents by calling our office.

### Lost or stolen cards?

If your debit card is lost or stolen, call us to report it or use your online portal or mobile app. Replacement cards are free of charge.

### Expiring debit card?

We will automatically mail you a new debit card 30 or more days prior to your expiration date.

**While the IRS requires documentation for certain spending and reimbursement benefits, we automate some of that substantiation through:**

- ✓ **IIAS approval** -If a merchant uses the Inventory Information Approval System, the debit card will automatically approve eligible expenses.
- ✓ **Copayments** -If your employer provides us copayment amounts for your insurance plans, we can auto-approve expenses that match these copayment amounts.
- ✓ **Recurring claims** -If you use your debit card for a purchase that requires substantiation, once the claim has been approved and you make that same purchase for the same dollar amount at that merchant, the recurring claim will be automatically approved.

[WWW.THEHARRISONGROUPONLINE.COM](http://WWW.THEHARRISONGROUPONLINE.COM)