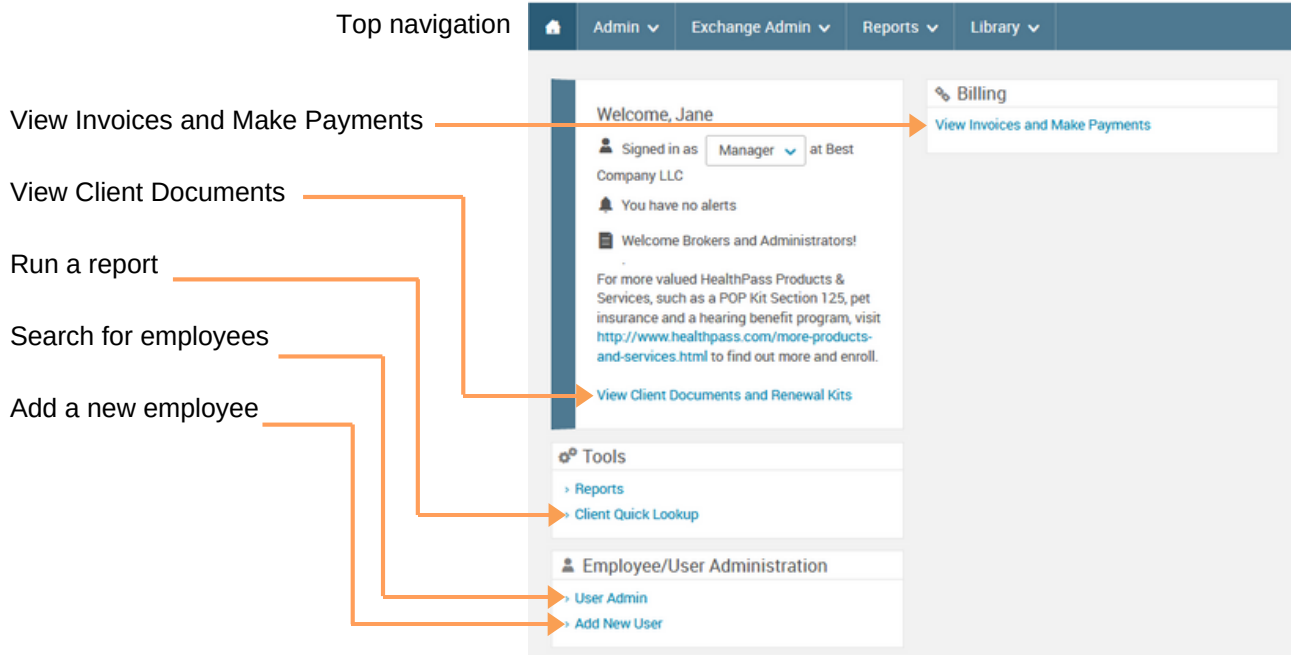


MANAGE YOUR GROUP BENEFITS FASTER, EASIER & MORE SECURE ONLINE



Managing your group benefits is easy and secure on the HealthPass Online Portal (HOP). Log in to start.



GETTING STARTED ON THE HOP:

- View and save your Welcome Letter**
Click "View Client Documents and Renewal Kits" and select the document named "Welcome Letter".
- Run a report to review your employees' benefit coverages**
Click "Client Quick Lookup", Select "Employee Benefits Snapshot", Enter the date your coverage starts or later date, then "Click "Save Selections & Run Report". Your report will open in a new tab.
- View and update your employees' demographic and benefits information**
Click "User Admin" then Search for and select your employee by name. Click "Edit" to update Demographic Information, or Click "Benefit Coverages" to view benefits.
- View your invoices and make payments**
Click "View Invoices and Make Payments" to view Account History, such as invoices and payment receipts. Make a one-time payment or set up recurring payments.

Video tutorials are available at www.healthpass.com .

We're here for you, call us 888-313-7277 | clientservices@healthpass.com