

# HR Simplified Mobile App

Access your benefits on the go 24/7 with the HR Simplified mobile app. Our free app gives you convenient, real-time access to all your benefit accounts in one spot. This makes it easy to use your dollars and to view your recent account activity without ever needing to call in.



**Step 1:** Download the HR Simplified app for free on Apple and Android devices.

**Step 2:** Set up your account by selecting the 'Register' button (above left).

**Step 3:** Complete the registration form (above middle) creating a username, and password that meets the security specification.

**Note:** These login credentials will be used to access both the Participant Portal on the web and the HR Simplified app.

**Step 4:** When you receive your welcome letter from HR Simplified, you will receive your **Employer ID number**. Your **Employee ID** number is your complete Social Security Number, unless otherwise stated in the welcome letter you received from HR Simplified with your mypreTax Benefits Card.

Once your account is set up you will have access to the main navigation screen where you will be able to:

Accounts	View your benefit accounts and transaction details
Claims	Submit claims, add receipt images, and view pending claims
Cards	View card details, access your PIN, mark your card lost or stolen
Alerts	Access important messages from your plan administrator
Profile	View and update demographic information for yourself and your dependents
Settings	Update security settings

Use the app to track your account balance, contributions, transactions, or pay a bill.



### Chat with Emma!

Chat with the industry's first voice-activated intelligent assistant 'Emma.' Ask various questions about the full range of tax advantage benefit accounts, including FSAs, HSAs, HRAs, Limited Purpose FSAs, Dependent Care FSAs, and Commuter Accounts.

Emma is located on the upper right hand corner of the menu display (pictured on the right).



Tap on the three lines in the upper right hand corner for more options pictured below.

