



## HRA Claim Filing Instructions

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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:**

**AdminPro, Inc.**  
1423 East 11 Mile Road  
Royal Oak MI 48067

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

## Online Access to Your Account

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- File claims online
- Check account balance and claim history
- Review outstanding receipt requirements
- View plan information
- Download forms

## HOW TO LOGIN:

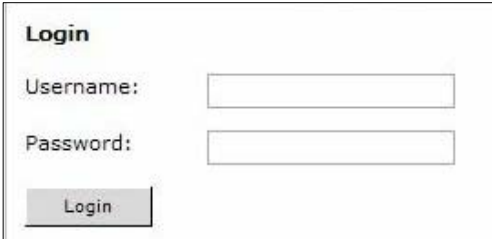
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1. Log into [www.adminproadvantage.com](http://www.adminproadvantage.com) and click on **HRA Participant Login**

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](#)



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- Username: [Text Input Field]
- Password: [Text Input Field]
- Login (Button)

*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.*