

***QUICK ACCESS
TO
YOUR FLEX ACCOUNT INFORMATION***

The Allegiance Web Site Allows You To:

- ✓ View claims and the corresponding reimbursement records.
- ✓ View Reimbursement Account information including pledge amounts, contributions, payments, and remaining account balances.
- ✓ Access information in the document library including:
 - A matrix of reimbursable expenses.
 - The Plan Highlights.
 - The Summary Plan Document .
 - A user guide for the Allegiance web site.
- ✓ Print and save claim forms.
- ✓ Contact us.
- SEE THE REVERSE SIDE FOR INSTRUCTIONS TO RECEIVE A PASSWORD AND ACCESS YOUR ACCOUNT INFORMATION.***

New User Website Instructions ~

Use your confirmation letter for reference and go to the Allegiance Web site by typing **www.abpmtpa.com** in your Web browser's address window.

TO RECEIVE YOUR PASSWORD:

- 1)** Under the "Online Services" tab, click on "Employee login".
- 2)** Enter your "Group Number" from your confirmation letter and click "Direct me to Current Website".
- 3)** Click "Register New User" and:
 - Enter a "User ID" and your "Email Address". The user ID will be your unique Allegiance web site username.
 - Click "I am the subscriber" then click "Next".
 - Enter your "Participant ID", "Last Name", "Zip Code", and "Date of Birth". If you experience difficulty, please call 1-877-424-3570 ext. 2200.
↙ This is your social security number
 - Click "Next" and press "Enter" to exit.

Your password will arrive, via U.S. Mail, in a few business days. When your password arrives, you may login to the Allegiance web site and access your account.

TO ACCESS YOUR ACCOUNT:

- 1)** Follow steps 1 and 2 from above and enter your "Username" (the user ID you created) and the password you received in the mail. Check the "privacy policy" box and click "Login" (a box may appear with the text "Do you want Windows to remember this password....." Click "No").
- 2)** The "Establish your Password" screen is displayed. Create a new password that is unique and easy for you to remember. Also create a "Password Hint" for yourself.
- 3)** Click "Submit"

***Welcome to the Allegiance website!
You are now a registered user.***