

## SECTION 105 HRA PLAN INFORMATION

PLAN YEAR FROM \_\_\_\_\_ To \_\_\_\_\_

We will be processing **weekly** this year.

If your claim is in our office by 4:00 pm on Tuesday, we will be able to process it on Wednesday.

**You will receive the money shortly after the processing date.**

\*\*Any claim received after the cut-off date will be processed on the following date.

**Participants can now submit claims directly on our [www.Div125.com](http://www.Div125.com) website,  
or on our Mobile Phone app without the need for a separate claim form.**

ALL USERS MUST LOG IN TO THE WEX ACCOUNT THE FIRST TIME USING THE FOLLOWING INSTRUCTIONS:

- o Go to [www.Div125.com](http://www.Div125.com)
- o Click on the blue WEX Login button in the upper right-hand corner
- o Click in the **Existing Users** box, entering the Username and Password following the instructions on the next lines.
- o Your first time username is your first initial, your last name, and the last 4 of your SSN - jsample9999
- o Click the next button, and a password field will appear below where you entered your username
- o Your first time password is your 5-digit zip, your first initial (lowercase), and the last 4 of your SSN - 33333j9999
- o After setting up 3 security questions, you can customize your username and password. Answers are CASE sensitive.

Administrative Services provided by  
Diversified Administration  
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[www.Div125.com](http://www.Div125.com)  
E-mail claims to [Claims@Div125.com](mailto:Claims@Div125.com)

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