

Getting to know the New HRA Provider

Finding and down loading the app

1. Down load the app from the app store for you Apple or Android device.
 - a. Search for **“Pipe Industry H&W of co HRA”**
 - b. Down load the app
 - c. Set up the user name and password to gain access to the app.

****Substantiation needed** (when using HRA card check the app a few days after making the charge)**

1. Open the **“Pipe Industry H&W of Co HRA”** app on your Smart phone.
2. From the home Screen look at the **“Tasks”** section.
3. If there is **“Action Required”** hit the arrow to the right.
4. The app will show what charge needs to be substantiated. They clearly define the date the charge amount.
5. Choose the arrow to the right of the claim that needs substantiation.
6. Under the receipts tab push the **“New Receipt”** arrow to the right.
7. You then have a chance to choose how to download the receipt.
8. After you upload the receipt check the app a few days later to make sure further substantiation is not needed.