

ACCOUNT ACCESS

HEALTH BENEFITS



ALERUS

- Log into My Alerus at alerausrb.com.
 - The first time you log in, you will need to **Set up online access**. Follow the prompts to set up and validate your account. Once sign up is complete, click the Log in button and enter your new credentials.
- Select your plan under Accounts.

Home Page

- The **I Want To . . .** section has the most frequently used features, like **Reimburse Myself** or **Send Payment**.
- **Tasks** displays alerts and relevant links related to your accounts.
- **Accounts** lists your available balance.
- **Healthcare Savings Goals** displays progress toward your HSA goals (if applicable).
- **Recent Transactions** lists your latest expenses and their status (if applicable).
- The **Quick View** section displays key account information.

Accounts

The Accounts tab provides access to additional sections of the site depending on your account features:

Accounts

- Account Summary
- Account Activity
- Expense Tracker
- Claims
- Payments
- Statements

Investments

- Investments
- Education
- Manage Investments
- Portfolio Performance
- Balance History
- Fund Activity
- Transaction Details

Profile

- Profile Summary
- Banking/Cards
- Payment Method
- Login Information

Tools & Support

- **Documents & Forms** provides:
 - Forms
 - Plan Summaries
 - Rules & Agreements
- **How Do I?** allows you to access common features depending on your account:
 - Change Payment Method
 - Update Notification Preferences
 - Download Mobile App*
 - Update HSA Coverage Level
 - View Interest Information
 - View Fee Schedule
 - Update Healthcare Savings Goal
 - Report Card Lost/Stolen
- **Contact Us** provides multiple methods of contacting Alerus for assistance with your account.

Message Center

- View Current Messages
- Update Notification Preferences
- View Statements

For More Information

Client Service Center

877.661.4727
healthbenefits@aleraus.com

* Alerus charges no fees to download or use the app. However, your carrier's message and data rates may apply.