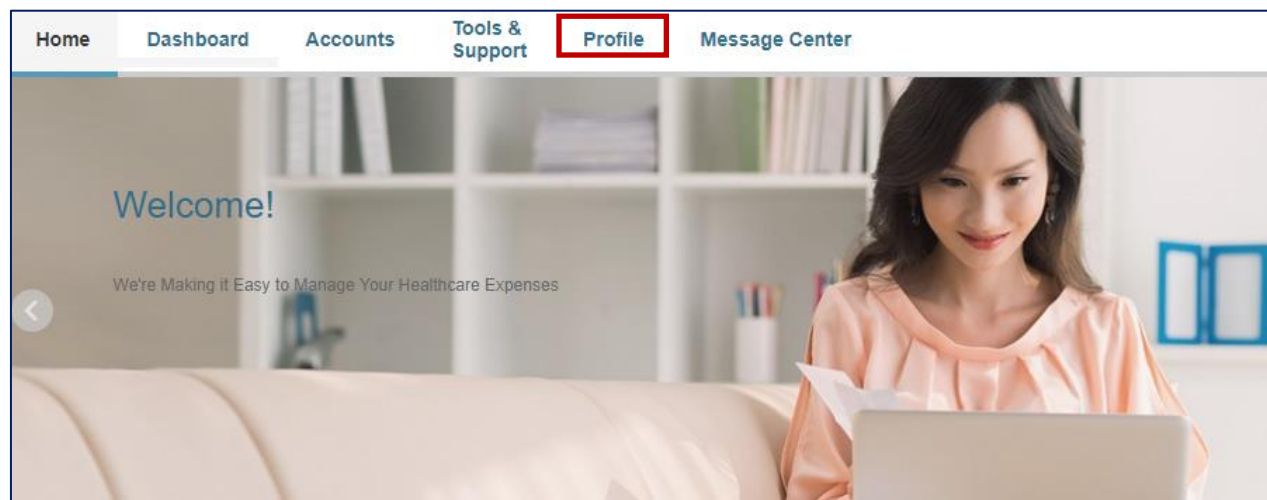


1. Go to: <https://adminamerica.com> and click on the  Tab or the  button.



If you have never logged in before please refer to the [First Time Login Instructions Guide](#) by clicking [HERE](#). If you do not have access to this guide, please call Admin America at (770) 992-5959 or (800) 366-2961 and we will email the guide to you.

2. If you would like to setup Direct Deposit Disbursements for any of your benefit accounts (FSA, HRA and/or HSA), please follow the instructions below:



3. From your Profile click on the Banking option on the left hand side of the screen

| | |
|-------------------|---|
| Profile | Profile / Profile Summary |
| Banking | Profile Update Profile |
| Payment Method | Brian Curtis |
| Login Information | Address 603 Molestie Av Atlanta, GA 30328 United States |
| | (404) 582-8952 BCurtis@jands.com |
| | Gender Unspecified |
| | Marital Status Unspecified |
| | Employer Employee ID 010873160 |
| | Consumer Communication ID 010873160 |

4. Select Add Bank Account

| | | | | |
|----------------------|--------------------------|-------------------------|--|-------------------------------------|
| Home | Accounts | Profile | Statements & Notifications | Tools & Support |
| Profile | Banking | Banking | | |
| Banking | Bank Accounts | Add Bank Account | | |
| Login Information | | | | |

5. Enter the requested information in the fields below, then click Submit

| | |
|-------------------|---|
| Profile | Banking / Add Bank Account |
| Banking | Bank Account Information <small>*Required</small> |
| Payment Method | Routing Number * ⓘ <input type="text" value="123456789"/> |
| Login Information | Account Number * <input type="text" value="000118655"/> |
| | Confirm Account Number * <input type="text" value="000118655"/> |
| | Account Type * <input type="text" value="Checking"/> |
| | Account Nickname * ⓘ <input type="text" value="Checking"/> |
| | Bank Institution Information |
| | Bank Name * <input type="text" value="The Best Bank"/> |
| | Bank Address * <input type="text" value="6347 Finance Way"/> |
| | <input type="text" value="Atlanta"/> |
| | <input type="text" value="Georgia"/> <input type="text" value="30328"/> |
| | <input type="button" value="Cancel"/> <input type="button" value="Submit"/> |

6. Select Payment Method option on the left hand side of the screen and Update your Payment Method preference if needed.

- a. If Benny Card is listed as your primary, do not update your primary payment method. You may update your alternated payment method.
- b. If Benny Card is not listed as your primary, you may update your primary and alternate payment method.

| Plan Year | Account(s) | Primary | Alternate | |
|--------------------------|------------------------|------------|-----------|------------------------|
| 01/01/2016 - No end date | Health Savings Account | Benny Card | Check | Update |