

Health Insurance Benefits for Peace of Mind

Your employer is offering health insurance coverage through a health reimbursement arrangement (HRA) that allows **you to choose** the health plan that best fits **your needs!**

Our **AutoPay** feature makes health insurance even easier - your employer will pay your monthly premium directly to the insurance carrier. If your premium is higher than your allowance, your portion will simply be deducted via payroll. Automatic & easy!

How to Log in & Get Started



Identify your needs

- List of preferred doctors, hospitals, & prescriptions
- Type of care- preventive, specialty, & planned procedures
- Gather birth dates & SSN for you & dependents



Shop for insurance plan

- Look for a "welcome" email from Take Command to create an account
- View recommended plans; filter & sort list
- Need help? [Schedule an enrollment call](#)



Enroll & enjoy coverage

- **"Easy Enroll"** plans: Take Command will submit application, payment, confirm enrollment*
- **"Self-Enroll"** plans: **you** complete application & confirm plan details in HRA Hub

Self-Enroll Plans - Additional Steps

- ✓ After selecting your Self-Enroll plan in HRA Hub, follow the link and select the same plan on the carrier's site or exchange and **complete your enrollment application**.
- ✓ Please note that your AutoPay payment information will not display immediately in HRA Hub as your selection is processing and payment details are loading. As soon your info loads you can click the "eye" icon to **view, copy and paste your routing and account numbers** for use when you enroll on the carrier site or exchange.
- ✓ After completing enrollment on the carrier site or exchange, **return to HRA Hub and confirm your plan details** (plan name, premium amount and members who are covered).

*Extra Step Plans

- ✓ **Important:** Follow instructions sent to you by Take Command and/or the insurance company to finish your enrollment. Examples include entering AutoPay payment details for the initial premium payment, enabling recurring payments, providing a signature, etc.
Required to complete enrollment and obtain coverage!
- ✓ Your AutoPay details can be found in your HRA Hub Portal under "Settings".