

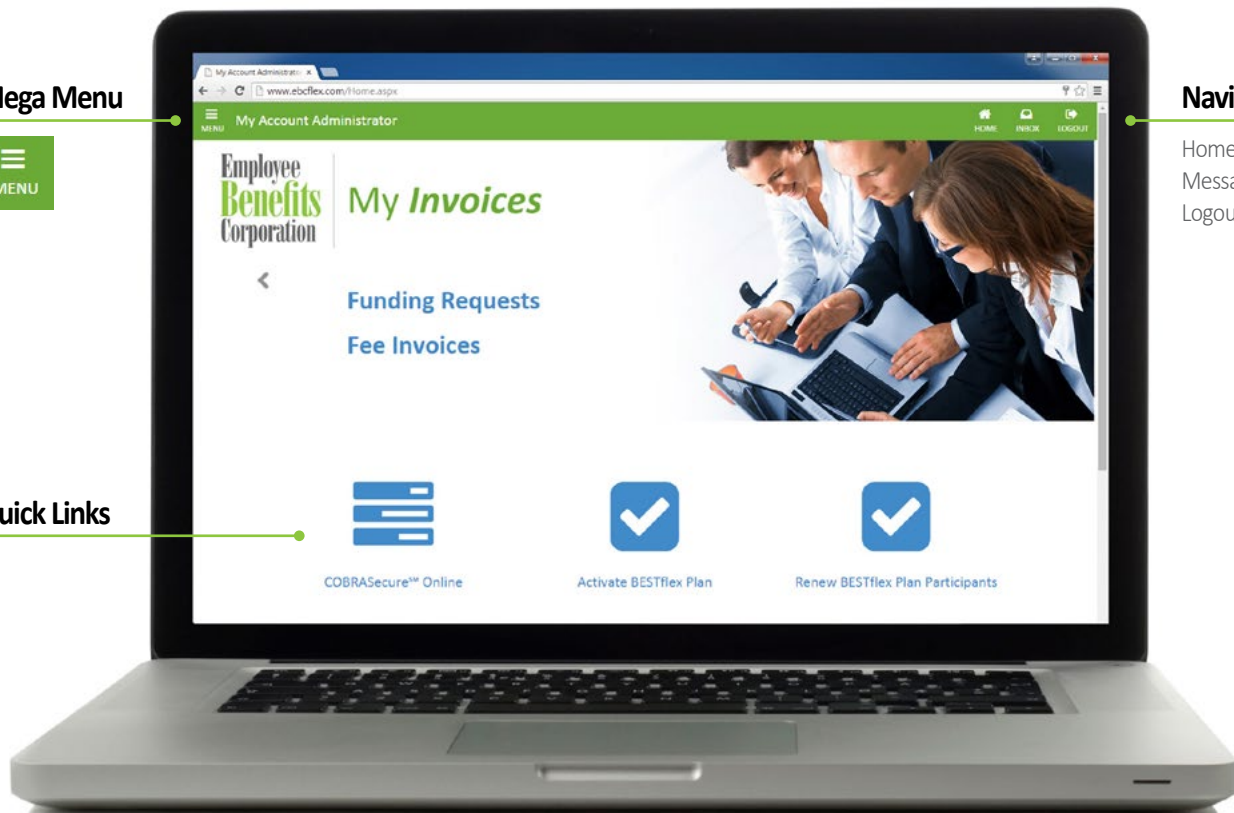
## Mega Menu



## Navigation

Homepage  
Message Inbox  
Logout

## Quick Links



## Mega Menu

### Everything you need – all in one place.

Click on the “MENU” icon in the top left of any page to expand the Mega Menu. Here, you will find a list of **everything** you can do in My Account Administrator.

The contents of the Menu are specific to you and your plan. Some items only appear depending on the time of the plan year, such as renewal activities.

## Navigation

### Homepage

Click to return to the homepage.

### My Message Center Inbox

Click here to view important messages about your account.

### Logout

Click to exit your session.

## Quick Links

These buttons are quick links to activities we’ve determined you may find useful. These links change depending on the products you have, or the time of the plan year.

These and all other activities you have access to will also be available in the Menu.

## Interactive Data

- Quickly scroll up and down certain pages using the **links** **A** available at the top right of the screen.
- Convenient **tabs** **B** organize different sections of certain tables.
- Sort and search data using the **dropdown button, search field, and arrows** in the area above your data **C**.
- Some rows in certain tables can be expanded by clicking on them **D**.
- Use the **buttons** **E** below a table to navigate a longer list of entries.

## Enhanced Security

My Account Administrator offers convenient security options.

### One Username and Password Per Contact

Only **one** Username and Password is needed **per user**, even if your organization has multiple accounts.

### Create a Username and Password

After your initial log-in, you may create your own custom security settings:

1. Open the Menu
2. Select "Security Settings" under "My Profile."
3. Modify your settings including:
  - Username
  - Password
  - Security Question and Answer
4. Click "Save."

**Billing settings**

Payroll schedules  
Billing schedules  
Bank accounts  
Divisions  
**Contacts**  
Billing settings  
Back to top

10 records per page Search: [ ]

Product Type	Division(s)	Bill to Receiver	Bill to Contact Type	Bill to Sent Via	Bill to Account	CC Receiver(s)
COBRA	All	Admin Fee (2 more)	John Doe	Primary Contact	Email	T1246 - Test Company Inc.
FSA	All	Admin Fee (4 more)	John Doe	Primary Contact	Email	T1246 - Test Company Inc.
HRA	All	Admin Fee (4 more)	John Doe	Primary Contact	Email	T1246 - Test Company Inc.

Divisions: [ ] Fee Types: Admin Fee, Benny Fee, Miscellaneous Fee, Renewal Fee, Setup Fee

CC Type	CC Receiver	Send Via
Primary Contact	Email	T1246 - Test Company Inc.

Showing 1 to 7 of 7 entries

← Previous 1 Next →

Employer Information  
Test Company Inc., T1246  
Street Address  
1234 Main St.  
Middleton, WI 53562  
Mailing Address  
1234 Main St.  
Middleton, WI 53562

### Forgot your Username or Password?

To retrieve your log-in credentials:

1. At the log-in screen, click on "Forgot your Username?" or "Forgot your Password?"
2. Enter your email address and click "Retrieve Username" or "Reset Password."
3. An email will be sent to you shortly with your Username included or instructions on how to reset your Password.

### Switching Accounts

If your organization has multiple accounts, you can quickly change the account you are viewing without logging out.

1. Open the Menu
2. Select "Access another account" under "Switch Account."