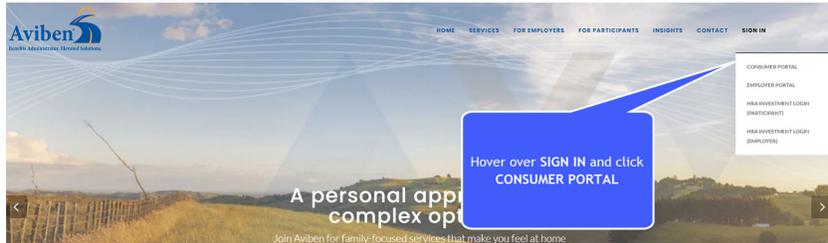


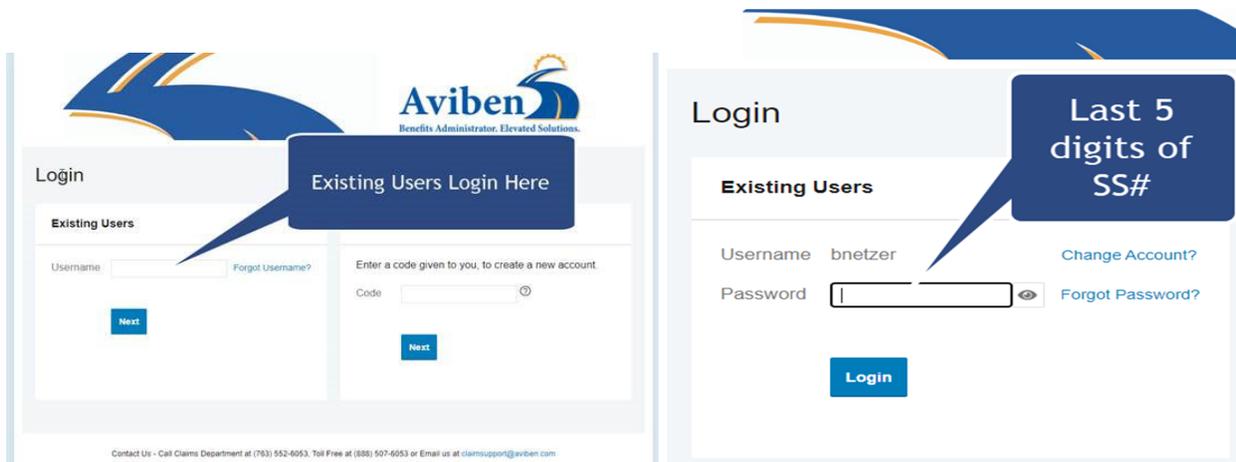
NEW USER SETUP

Goto www.Aviben.com



Step 1. Enter your username. Then click "Next"

- Username is **(First name first initial/Last name/last 4 digits of SS# no spaces or dashes)**
- Example: **jdirt1234**
- Password is: **(Last 5 digits of your SS#)** Click Login



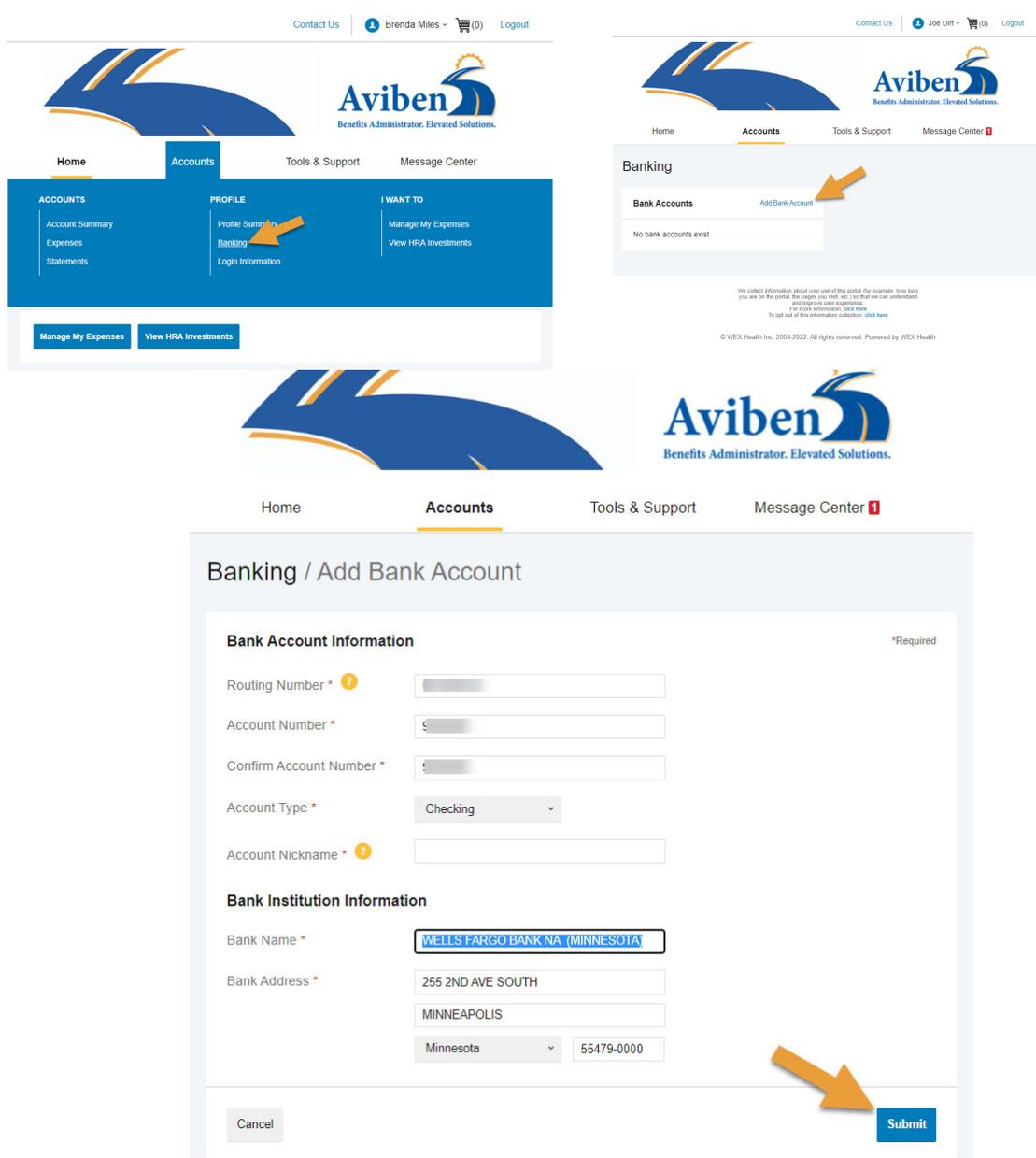
Step 2. Complete the questionnaire.

Here is a helpful hint of things you will need to update.

- Social Security number for all dependents
- Email address
- Direct Deposit information. **This will not transfer from our other system.**

Step 3. Set up Direct Deposit.

- Hover over **Accounts** and click on **Bank Accounts**
- Click **Add Bank Account**.
- Enter Banking information
- Click **Submit**



The image shows a sequence of three screenshots from the Aviben portal. The first screenshot shows the user's profile page with the 'Accounts' menu highlighted and an arrow pointing to 'Banking'. The second screenshot shows the 'Banking' page with an arrow pointing to the 'Add Bank Account' button. The third screenshot shows the 'Banking / Add Bank Account' form with the following fields:

Bank Account Information *Required

- Routing Number *
- Account Number *
- Confirm Account Number *
- Account Type *
- Account Nickname *

Bank Institution Information

- Bank Name *
- Bank Address *
-
- State * ZIP *

Buttons: Cancel, Submit

Congratulations you are Logged in!



1995 E. Rum River Dr. S., Cambridge, MN 55008
Metro: 763-552-6053 | Toll Free: 888-507-6053
Fax: 763-552-6055 | www.aviben.com
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****Please note that your password will reset every 150 days. You should receive an email or login to change the password. ****

Step 4. Once you have enrolled in check out the Aviben Mobile App!

The Aviben Mobile App will allow you to:

- Use fingerprint login to access account(s) with ease
- Check balances & account details
- View 'Account Snapshot' to obtain key account info
- Submit and check claims requiring receipts
- Snap a photo of a receipt and submit with a new or existing claim, or store in the device's camera roll for later use in claim filing
- Scan a product bar code to determine eligibility as a qualified medical expense
- Access account funds to pay yourself or someone else, such as a doctor
- View important messages about account(s) and get notifications via text alerts

Go to the Apple Store Or Google Play and search for Aviben to download the app

