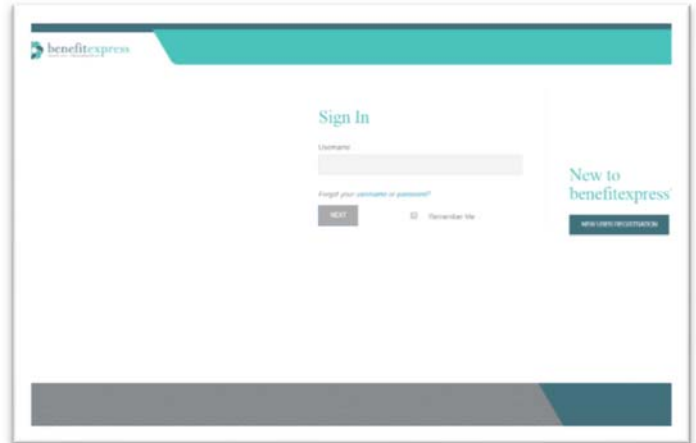


HOW TO LOG INTO YOUR EMPLOYER PORTAL

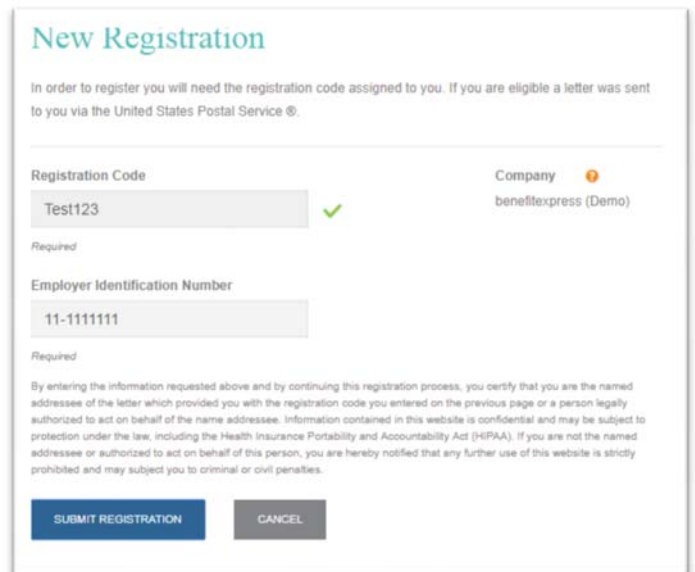
To make it easy for you to access your Employer Portal, we have included instructions below including all the information you will need to set up your account and where to find it. Follow along with each step to log in to your Employer Portal for the first time.

Step 1: Visit mypremiumbill.com For your initial login, from the menu click on **For Employers** then **Login** and select **NEW USER REGISTRATION**. Subsequent logins will take place here by utilizing the username on the main login page and then enter your password that you create during your initial login on a secondary login page.



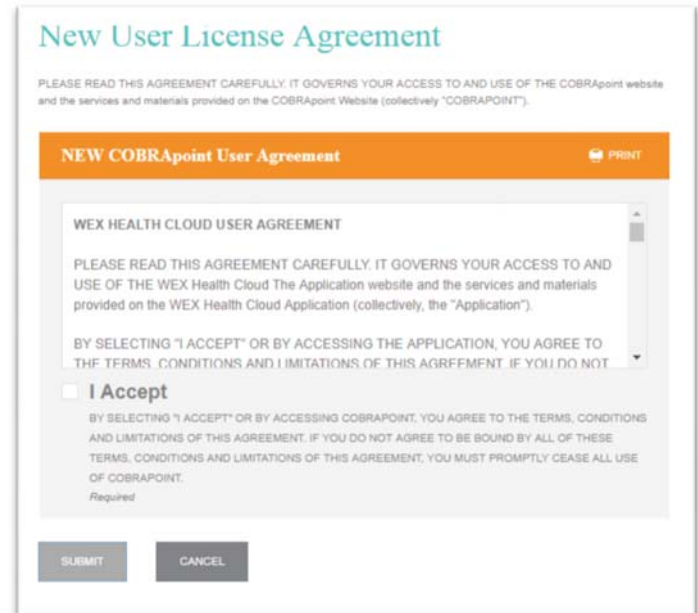
The screenshot shows the 'Sign In' page of the Benefit Express portal. It features a 'benefitexpress' logo in the top left corner. The main heading is 'Sign In'. Below it, there is a 'Username' input field, a 'Forgot your username or password?' link, and a 'Next' button. To the right, there is a 'New to benefitexpress' section with a 'New to benefitexpress' link and a 'Web Client Login' button.

Step 2: Enter your unique **REGISTRATION CODE**. Your unique registration code is located on the New Client Login Notice sent to you. After entering your registration code, you will be prompted to enter your **COMPANY EIN** (If not previously provided to benefitexpress, please reach out to your project manager). Once you are ready to continue, select the **SUBMIT REGISTRATION** button.

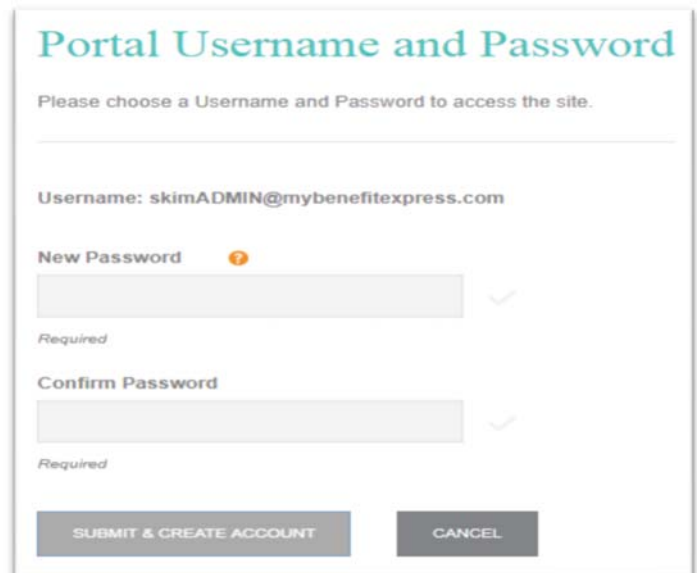


The screenshot shows the 'New Registration' page of the Benefit Express portal. It features a 'benefitexpress' logo in the top left corner. The main heading is 'New Registration'. Below it, there is a paragraph of text: 'In order to register you will need the registration code assigned to you. If you are eligible a letter was sent to you via the United States Postal Service ®.' Below this, there is a 'Registration Code' input field with the value 'Test123' and a green checkmark. To the right, there is a 'Company' dropdown menu with the value 'benefitexpress (Demo)'. Below the 'Registration Code' field, there is a 'Required' label and an 'Employer Identification Number' input field with the value '11-1111111'. Below the 'Employer Identification Number' field, there is a 'Required' label. At the bottom, there is a paragraph of text: 'By entering the information requested above and by continuing this registration process, you certify that you are the named addressee of the letter which provided you with the registration code you entered on the previous page or a person legally authorized to act on behalf of the name addressee. Information contained in this website is confidential and may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA). If you are not the named addressee or authorized to act on behalf of this person, you are hereby notified that any further use of this website is strictly prohibited and may subject you to criminal or civil penalties.' At the bottom, there are two buttons: 'SUBMIT REGISTRATION' and 'CANCEL'.

Step 3: Read the **NEW USER LICENSE AGREEMENT**. Mark the **CHECKBOX** next to **I ACCEPT** and select the **SUBMIT** button to continue.



Step 4: You must now create your account. Enter your **EMAIL ADDRESS**, and then create our **USERNAME** and **PASSWORD**. Choose the **SUBMIT & CREATE ACCOUNT** button to continue. *Please make sure to note the **PASSWORD**, because they cannot be retrieved. *



Congratulations!
Welcome to your **EMPLOYER PORTAL!**

