



ADMINISTRATIVE OFFICES

HEALTH & WELFARE, PENSION AND DEFINED CONTRIBUTION

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How to Set Up Your Health Reimbursement Account (HRA)



1. Download the mobile app and/or access your online portal

- Download the **BeneSys Member Reimbursement** mobile app via the App Store or Google Play.
- Or you can visit the online portal here: <https://fundoffice.lh1ondemand.com/Login.aspx>.
- You may use either or both to access your account, whatever you prefer. You can access the same information either way!
- Log in: Use your provided credentials to log in. If you're logging in for the first time, you'll be prompted to create an account.



2. Set up your account profile

- Personal details: Fill out your personal details and emergency contact info to complete your profile.
- Contact preferences: Choose how you'd like to receive notifications about your HRA (mail, email, text, etc.).



3. Activate your debit card

If your HRA includes a debit card, your physical card should arrive in your home mailbox soon.

To activate the card, follow the instructions on the Card Sticker.

Your member ID is usually your Social Security Number of Health Plan Member ID.

You can also:

- Add your card to your mobile wallet: Visit the portal for device-specific instructions on how to add your debit card to your Apple or Android mobile wallet. Adding your card to your mobile wallet gives you convenient and secure access to your HRA benefits.
- Order a physical card: You can request additional or replacement debit cards on the mobile app or online portal.



4. Explore your benefits

Visit the mobile app or online portal to access and explore your HRA benefits in detail.

It's your all-in-one resource to:

- Check your account balance.
- Review your account and claims activity.
- View eligible expenses. Use the resources to learn which medical expenses are eligible for reimbursement.



5. Use your benefits

You can now use your benefits for eligible medical expenses, or request reimbursement for out-of-pocket costs. Here's to your health!



Need more information?

Ask the experts: Find the answers to common questions in this easy [FAQ](#) on the participant website.

Check your balance: Via the online portal, mobile, app, or by calling the phone number on the back of your card.

Still need answers? Our team is here to help! Contact Member Services (602) 956-1950 for assistance with account setup or any other questions you may have.