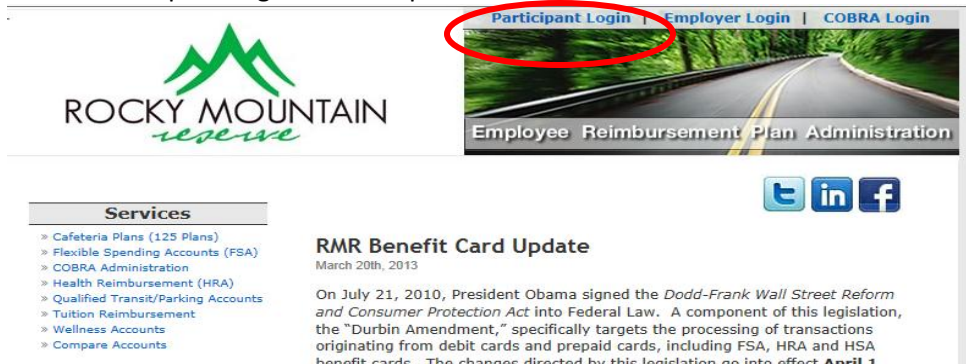


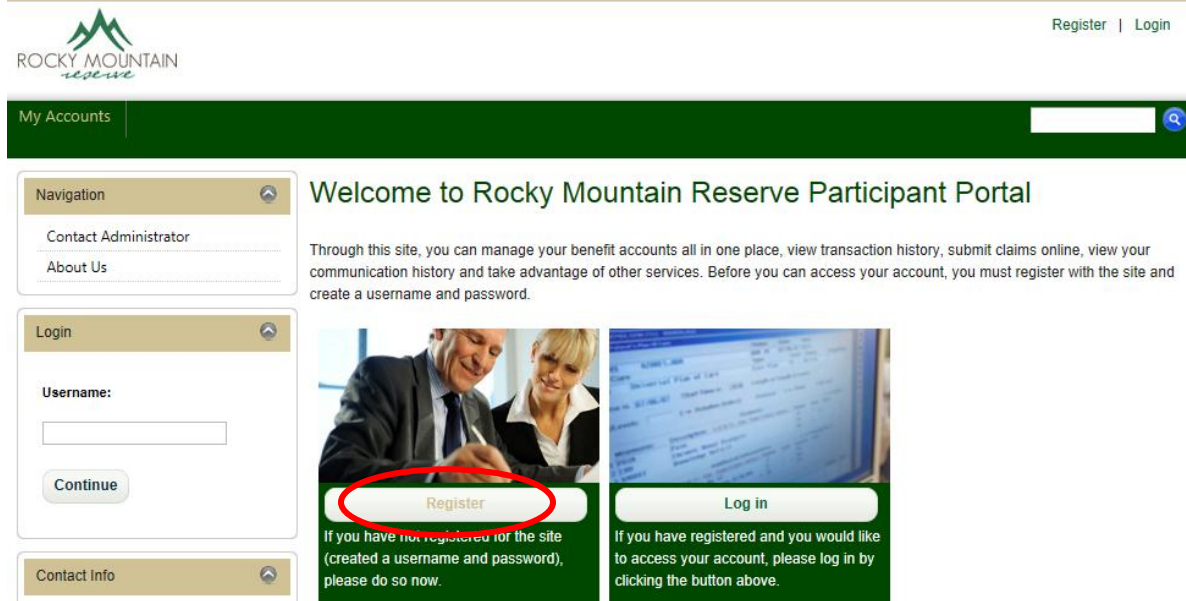


Instructions for Flexible Spending Account with plan year 2013 – 2014 vendor, Rocky Mountain Reserve

1. Go to www.rockymountainreserve.com
2. Select 'Participant Login' at the top of the screen



3. Click on 'Register'



4. Scroll down to the section where you enter your information.
 - a. Username: must be very unique – if another user has the same username, you will not be able to continue
 - b. Employee ID: your full social security number
 - c. Registration ID: from the drop-down, you can select Employer ID, which is RMRDU, or Card Number, which you can only use if you have received your card.
5. Click the Register button at the bottom of the screen.

You may now start submitting receipts for reimbursement. For support, contact 1.888.722.1223 or info@r mrbenefits.com.