hra
administrator, llc.
A direct subsidiary of
The Variable Annuity Life Insurance Company

Your Privacy and Security Matter

Protecting your private information is very important to us. Several safeguards we use to keep your information safe are listed below. In order to maintain the highest level of security, we cannot disclose all of our protective measures. However, after reading the points below, we hope you are confident that your information is secure.

To learn what you can do to help protect your privacy read the reverse or click here.

- **Personal data stored in our system is encrypted.** If any person were to inappropriately gain access to our system, they would not be able to decipher information such as your Social Security number, bank account and routing numbers, password, etc. Also, please note that additional security controls are in place that help prevent unauthorized access.

- **Your information is shared <u>only</u> with our Business Associates or as required by law.** Business Associates are contracted entities or individuals who, by law, are required to protect your information. Further, your information is used only as permitted by law and to the minimum extent necessary.

- **We use hardware and software firewall mechanisms** to protect our system and the information it stores. Firewall protection "closes" non-essential channels of communication between our networks and the internet.

- **We conduct periodic external network scans** using tools designed to identify threats or weaknesses that require fixing.

- **Access and use of our system is limited** per each user, based on specific job function and duties.

- **We encrypt email and other electronic communication** that contains protected health information (PHI) or other sensitive information from the Plan to you, your employer, or the Plan's Business Associates as required by law.

MORE INFO?
www.healthsecurehra.com

QUESTIONS?
1-888-364-5027
customercare@healthsecurehra.com

Here's what you can do to help protect your privacy:

» **Notify us right away** if you think your account may have been compromised.

» **Register online.** Setting up a username and password is quick and easy. Go to healthsecurehra.com and click the Participant Login button to get started.
  - Use a strong, unique password
  - Change your password regularly
  - Store your password in a safe place
  - Do not share your account number, username, or password with anyone else

» **Check your account regularly.** Review your account statements and regularly monitor your account activity online to make sure all transactions and information is correct.

» **Check and update your contact information.** Do we have your current email and mailing addresses? Log in at healthsecurehra.com and click My Profile to make sure.

» **Turn off paper statements and EOBs.** Help save paper and the environment. Log in at healthsecurehra.com and click My Profile to update your Account Preferences. Choose e-communication to stop getting paper account statements. Instead, we'll notify you by email when your e-statements are ready online. You'll enjoy less mail clutter, convenient email notification, easy online access, secure storage, and better privacy protection.

» **Sign up for direct deposit.** Direct deposit is faster, more convenient, and safer than waiting for paper check reimbursements in the mail. Log in at healthsecurehra.com and click My Profile to update your Account Preferences.

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