



IBEW Local 40-NECA
Health Trust Fund
Health Reimbursement Arrangement
Administered by Coast Benefits, Inc.



Instructions for Using Your HRA Portal

Logging On

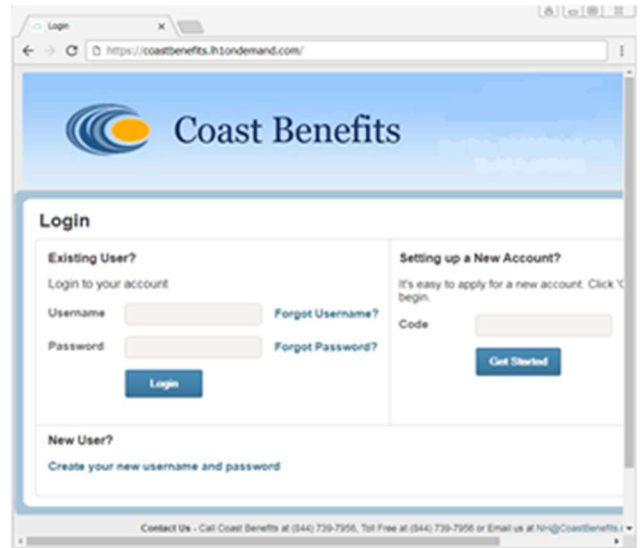
- Go to <https://CoastBenefitsInc.lh1ondemand.com>
- Enter your username and password.
- Click **Login**.

If you are not already registered for the site, your username will be:

First Name Initial + Full Last Name + Last 4 digits of SSN
 (example: ***jsmith6789***)

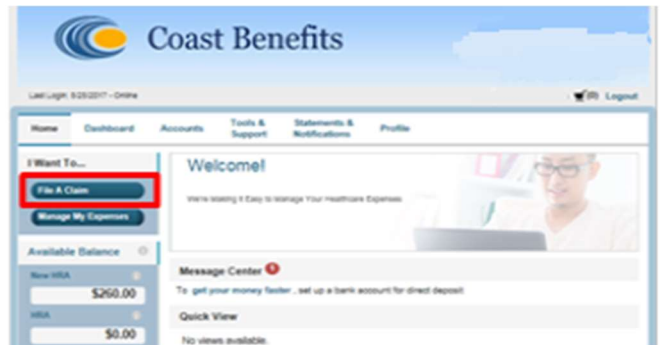
The default password is: **Coast1** (case sensitive)

You will have 30 days to create a new password. After 30 days, you can create a new password by contacting Coast Benefits at **(844) 739-7956**.

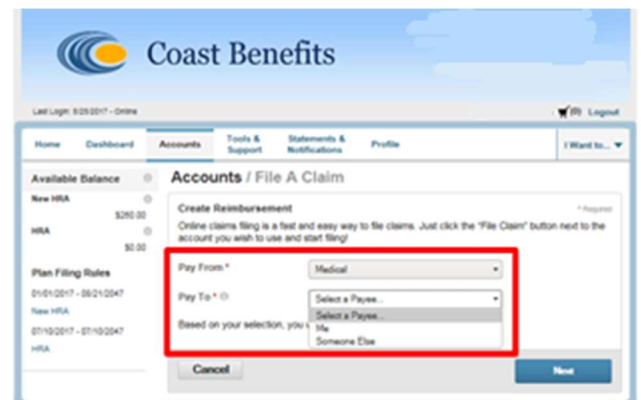


Creating a Payment or Requesting a Reimbursement

- After you have logged in, click on the **File a Claim** button.



- On the next screen, select the **Pay From** drop-down menu and select **Medical**.
- Then go to the **Pay To** drop-down and:
 - To reimburse yourself for a previous expense, select **Me**.
 - To pay a provider, select **Someone Else**.
- Then follow the prompts.



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