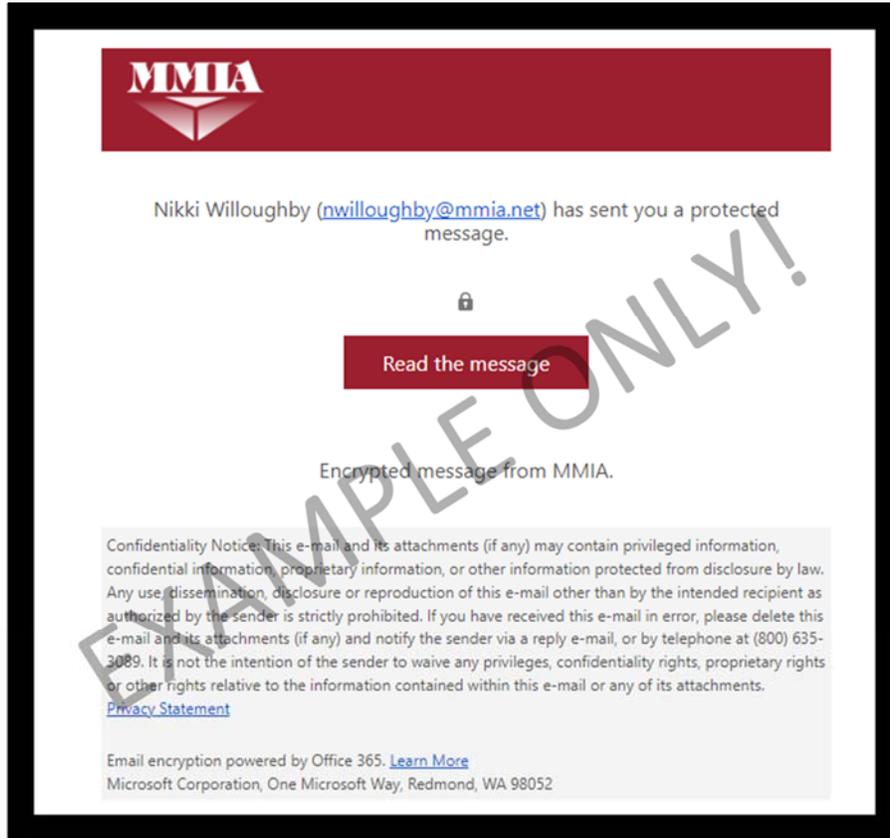


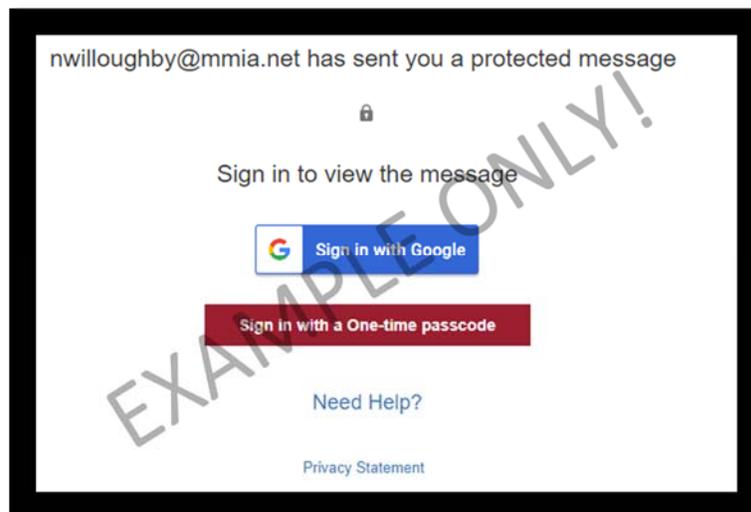
EB Monthly invoice email instructions

Your monthly EB invoice will be delivered to you securely via Microsoft email. This allows us to automate our delivery process more efficiently.

You will receive an email with a link to access the invoice. The email body will contain a "Read the message" button (see example below).

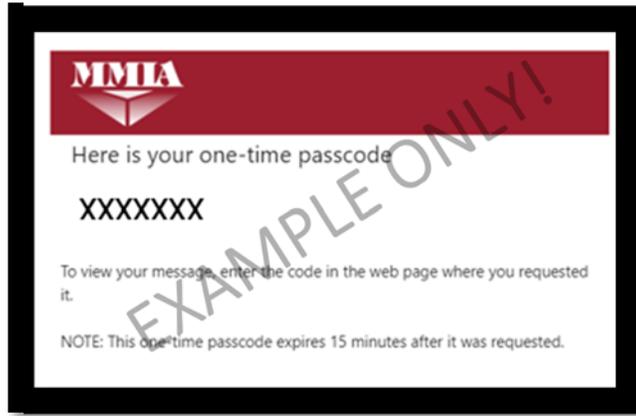


By clicking on the button in your EB Invoice email, a new page will open (see example below). We recommend that you use the one-time passcode option to access your invoice.

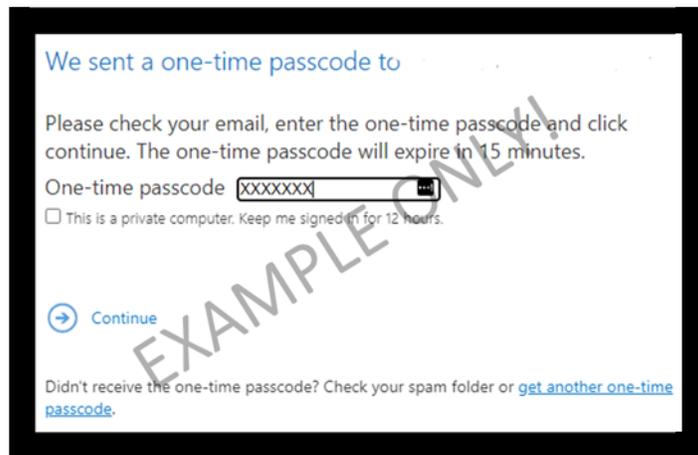


EB Monthly invoice email instructions

The passcode will be delivered to your email address,



and you can copy and paste the code into the webpage.



Once you have entered the passcode, click on "Continue" to be directed to the invoice and other important messages from the Employee Benefits Team.

If you face any difficulties or have questions about this process, please contact Nikki at nwilloughby@mmia.net.

Thank you for your cooperation.

Sincerely,

The Employee Benefits Team.