

Employees

PDHRA Quick Start Guide

Lively Post-Deductible Health Reimbursement Arrangement (PDHRA)

1

Check your email

You will receive an email from Lively to enroll in your new PDHRA. Click on the “**Complete Enrollment Now**” button in the email to get started.

2

Complete enrollment

You will be redirected to the Lively website to complete your enrollment. Depending on how your employer enrolled you, be prepared to provide:

- A secure password
- Your Social Security Number (SSN)

Please review and accept Lively’s Terms & Conditions and Privacy Policy. If you’re unable to complete enrollment with your email or SSN, contact Lively Support at support@livelyme.com for help.

3

Log in to view your new Lively PDHRA online

After accepting Lively’s terms, you will be directed to access your Lively PDHRA via the Lively platform. If you are enrolled in more than one Lively benefit, you will be directed to the role selection page first, which will allow you to select which benefit to view.

4

Submit documentation to request activation

The funds from your PDHRA can only be accessed once you have met the out-of-pocket requirement as determined by your employer.

To activate your account, upload an Explanation of Benefits (EOB) provided by your insurance with your out-of-pocket spending amount and statement date. Lively reviews activation requests within 5 business days.

5

Link your bank or credit union account

Navigate to the **Settings** page from the top-left menu of your PDHRA dashboard to connect your bank or credit union account. This allows you to manually reimburse yourself for HRA eligible expenses paid out-of-pocket.

6

Get familiar with important plan details (Optional)

We recommend familiarizing yourself with the HRA plan timelines listed on your main dashboard. This includes details such as out-of-pocket requirement, plan year benefit amount, start date, end date, and run-out period.

New to HRAs? Check out [Lively's HRA Guide](#) to learn more about Post-Deductible HRAs, and our [What's Eligible](#) tool to learn about what qualifies as an eligible expense.

7

Download the Lively mobile app (Optional)

Download the "Lively Benefits" mobile app to take your LSA on the go, available for iOS and Android.

Have questions? We're here to help.
Email or call Lively for responsive, expert assistance.