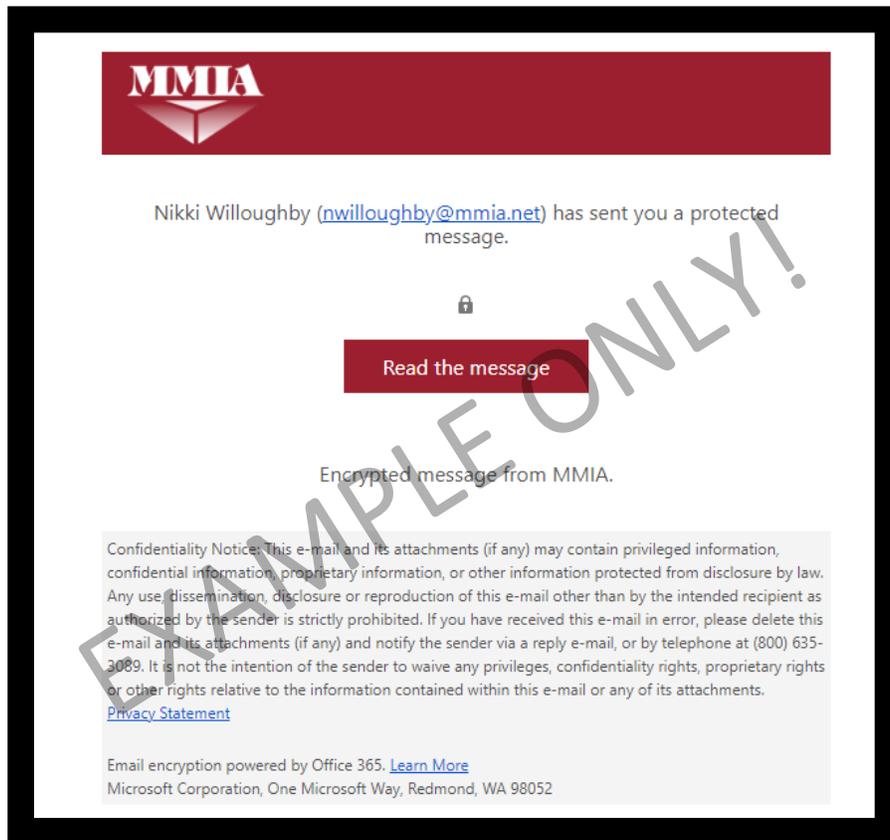


EB Monthly invoice email instructions

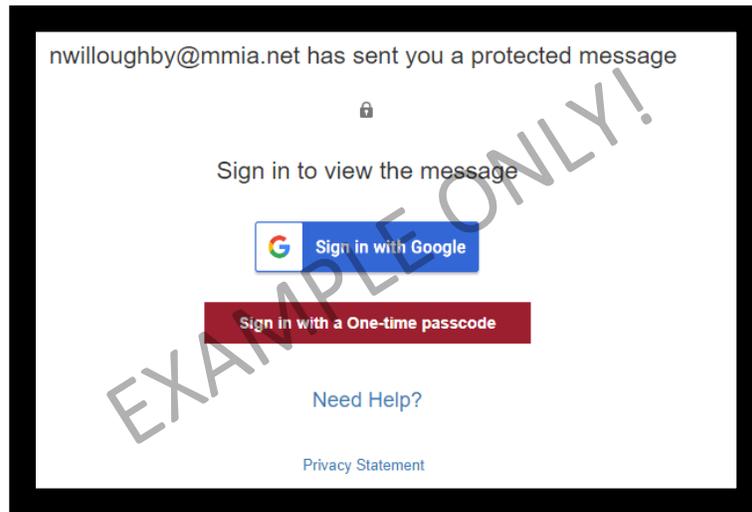
Your monthly EB invoice will be delivered to you securely via Microsoft email. This allows us to automate our delivery process more efficiently. **The email includes an attachment, but please disregard it and follow the instructions below:**

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

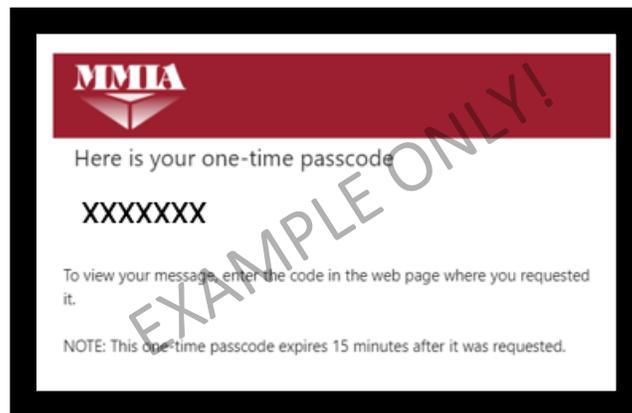


By clicking on the button in the body of your EB Invoice email, a new webpage will open (see example below). We recommend that you use the one-time passcode option to access your invoice.

EB Monthly invoice email instructions

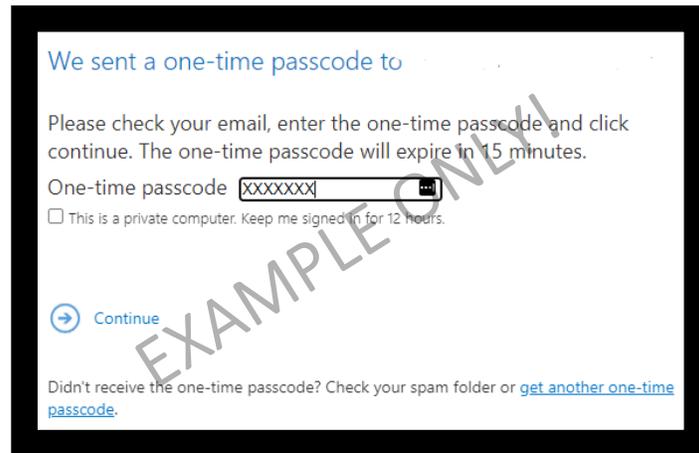


The passcode is sent to your email address and it will come from MicrosoftOffice365@messaging.microsoft.com. If you do not receive this passcode, please check your spam/junk folder, and verify that emails from the address above are not blocked by security protocols.



When you receive the passcode, you can copy and paste it into the webpage.

EB Monthly invoice email instructions



Once the passcode is entered, 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 new process, please contact Nikki at nwilloughby@mmia.net.

Thank you for your cooperation.

Sincerely,

The Employee Benefits Team.