

MALONEY ASSOCIATES, INC.

EMPLOYEE BENEFIT PLAN CONSULTANTS

Dear Participant:

Effective immediately, pursuant to HIPAA 'EDI' regulations, participants may use the Maloney Associates website to check for eligibility and claim status. Maloney Associates, Inc. **strongly encourages** that you use this method for the above rather than calling the Maloney Associates office directly.

All you need to use this user-friendly system is an Internet connection (ie: AOL, Yahoo, DSL, etc...)

The procedure to access the web site is as follows:

1. Open up Microsoft Internet Explorer, and go to www.maloneytpa.com
2. Click on the 'Participant Area' link on the left-hand side of the page.
3. Click on the E-Claims System link on the page that loads up.
4. Read the privacy declaration, and click the 'Accept' button stating that you agree to our policies regarding security.
5. Log in using the 'User ID' and 'Password' box. Your User ID should be your Participant ID with our company. If you do not know your password, you can fill out the password request form located in the 'Participant Area.' Please be advised that if your Participant ID starts with '0's you must type them in.
6. You now should be presented with the main screen. From here you can change your password, check eligibility, and check claim status.
7. In the interest of security, we would like you to change your password at this point, to do so click on the 'Action' drop-down box and select 'Change Password', then click the 'Go' button. Now fill in your old password as well as your newly chosen password, and click the submit button.
8. After you are done using the website, please remember to logout.

If you have any questions regarding the use of this system, please e-mail us at techsupport@maloneytpa.com, and please be sure to include your Participant ID, as well as a brief description of the problem that you are having.

Sincerely,

Anne M. Maloney
Comptroller, Maloney Associates, Inc.