

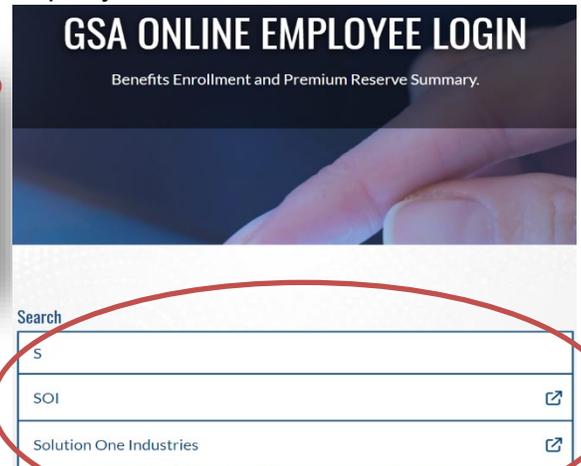
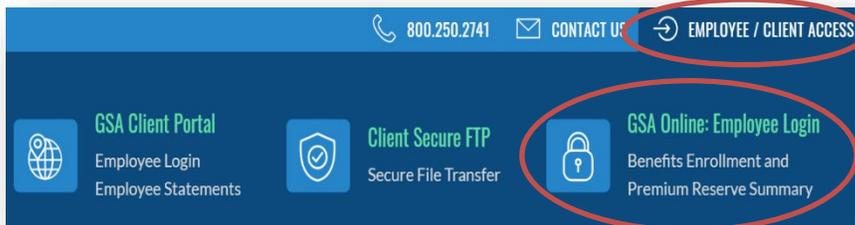
# Solution One Industries, Inc. Premium Reserve Account (PRA) Statements

## How to access your PRA Statements online

You will be able to retrieve your Premium Reserve Account (PRA) statement at any time online through GSA Online. Please follow the instructions below to log in and review your PRA statements.

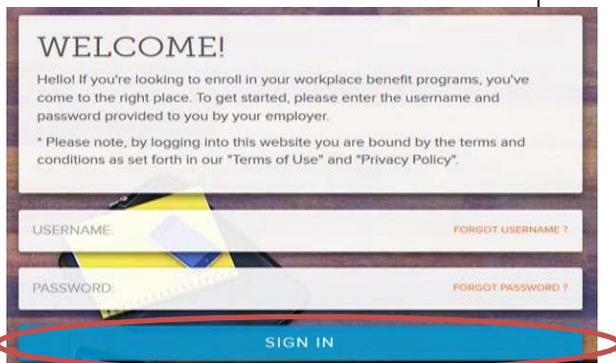
### 1. To Access GSA Online:

- 🔗 Go to [www.gsanational.com](http://www.gsanational.com)
- 🔗 Click on “Employee / Client Access” at the top right corner of the webpage
- 🔗 An additional menu opens and from there click on “GSA Online: Employee Login”
- 🔗 A search box will appear for you to search for your company name. Click on “SOI” or “Solution One Industries”



### 2. Log in instructions:

- 🔗 The welcome screen for the GSA Online portal will appear



#### Step 1:

All users will have a **pre-assigned username** which will be:

- the first 6 letters of your last name
- first initial of your first name
- last 4 # of your SSN

\*If your name is less than 6 characters, it will be your full last name, first initial, and last 4 # of SSN\*

Example: Joe Johnson, xxx-xx-1976 = JohnsoJ1976

#### Step 2:

Upon first login, you will have a **pre-assigned password**. Your password will be your SSN which you must change once you log in. Your SSN should contain no spaces or dashes.

#### Step 3:

Follow the prompts on the screen to complete the registration process. Click on the **Login** button to log in.

#### Questions?

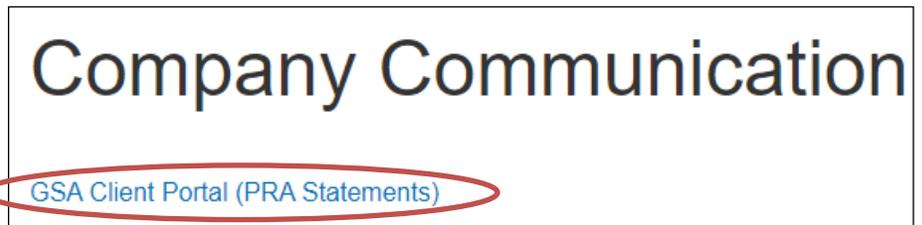
Please contact GSA National toll-free at 1.800.250.2741 or email at [CustomerSupport@gsanational.com](mailto:CustomerSupport@gsanational.com)

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*How to access your PRA Statements online*

### 3. How to get to the GSA Client Portal:

- ☞ Once you completed your enrollment process, you will see the link for “**Company Communication**” in the menu on the left for you to click on.
- ☞ Another menu will open and from there you need to click on “**GSA Client Portal (PRA Statements)**”.



### 4. Instructions to retrieve the PRA Statement

- ☞ After logging into the GSA Client Portal, the most recent statement will be displayed
- ☞ To view statements from prior months, click on the drop-down panel
- ☞ The statement can be downloaded in various formats (Excel, CSV, PDF) or printed

View Summary

2020-04-01 - 2020-04-30  
 2020-04-01 - 2020-04-30  
 2020-03-01 - 2020-03-31  
 2020-02-01 - 2020-02-29  
 2020-01-01 - 2020-01-31  
 2019-12-01 - 2019-12-31

View

Export to the selected format    Export



Premium Reserve Summary Report  
04/01/2020 - 04/30/2020

## SAMPLE STATEMENT

Hours: 160

Contribution Type	Contribution Amount
Dental - EE	\$94.84
Employer Contribution	\$716.80
Medical - EE	\$686.54
Vision - EE	\$12.10
<b>Total Contribution Amount</b>	<b>\$1,510.28</b>

#### Questions?

Please contact GSA National toll-free at 1.800.250.2741 or email at [CustomerSupport@gsanational.com](mailto:CustomerSupport@gsanational.com)