

Metlang

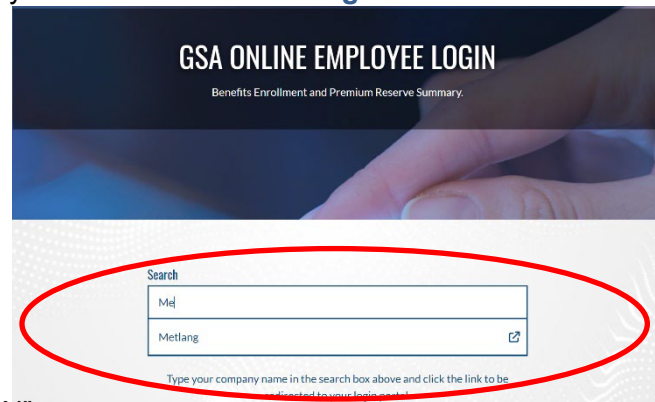
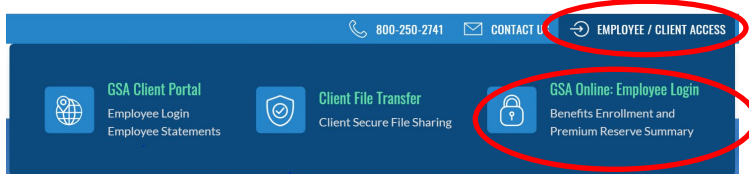
GSA Online Log in Instructions

How to access your Benefit Portal

GSA National’s online enrollment system (GSA Online) allows you to access your benefits, personal and dependent information. In addition, you can easily download forms, obtain carrier contact information, and access benefit summaries. During open enrollment, you will be able to review important benefit information and submit your changes online.

1. To Access GSA Online:

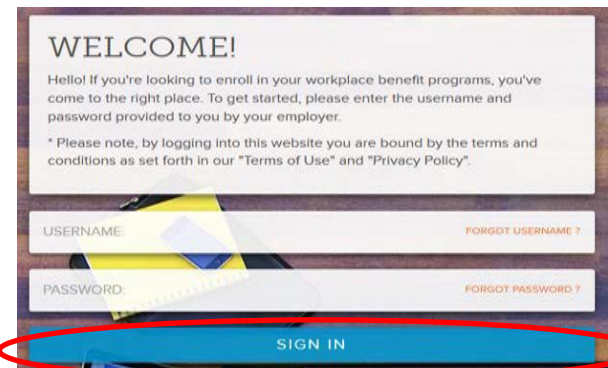
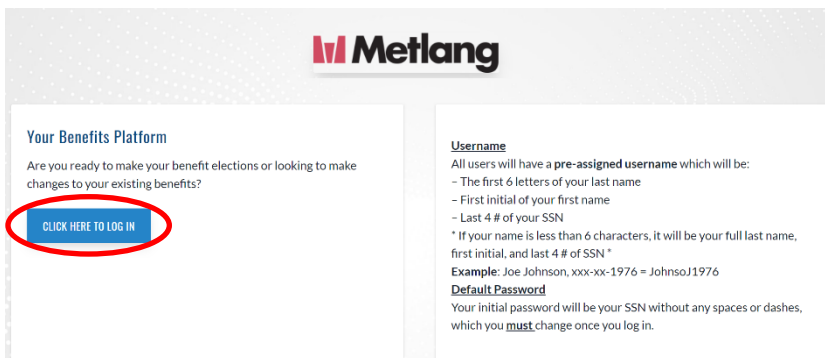
- 🔗 Go to www.gsanational.com
- 🔗 Click on **“Employee / Client Access”** at the top right corner of the webpage
- 🔗 An additional menu opens and from there click on **“GSA Online: Employee Login”**
- 🔗 A search box will appear for you to search for your company name. Click on **“Metlang”**



2. Log in instructions:

- 🔗 The informational screen for Metlang will appear with login credential instructions. Select **“CLICK HERE TO LOG IN”**

Then login with your provided username and password to review/elect benefits.



3. To complete your benefit elections:

- 🔗 Once you made/reviewed your elections, please press the **“Finish Elections”** button on the last page.



Questions?
Please contact GSA National toll-free at 1.800.250.2741 or email at CustomerSupport@gsanational.com

Metlang Premium Reserve Account (PRA) Statements

How to access your PRA Statements online

4. 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)**”.

The screenshot shows a navigation menu on the left with the following items: Home, Your Benefits, Life Events, Dependents/Beneficiaries, and Company Communication. The 'Company Communication' item is circled in red. To the right, a 'Company Communication' pop-up window is displayed, with the link 'GSA Client Portal (PRA Statements)' circled in red.

5. 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

The screenshot shows the 'View Summary' interface. A drop-down menu is open, showing a list of dates from 2019-12-01 to 2020-04-30. The 'View' button is circled in red. Below the menu, there is an 'Export to the selected format' dropdown and an 'Export' button, both circled in red. The main content area displays a 'SAMPLE STATEMENT' for the period 04/01/2020 - 04/30/2020. The statement includes a table of contributions and a total contribution amount.

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

Hours: 160

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