

Metlang

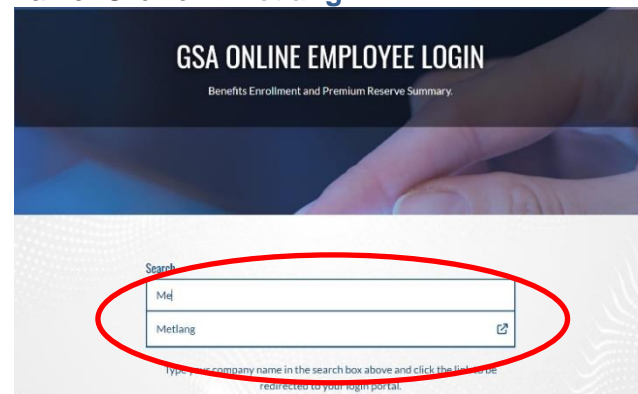
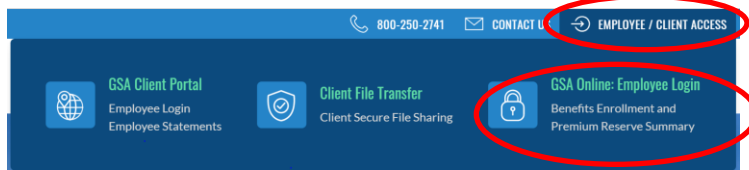
GSA Online Log in Instructions

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.

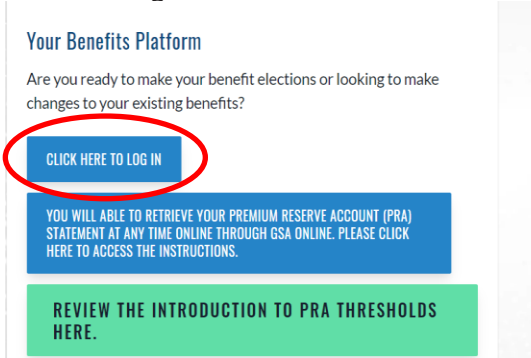
1. To Access GSA Online:

- 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"**



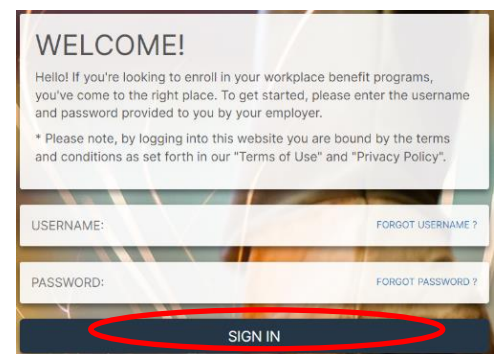
2. Log in instructions:

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



Username
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
Default Password
Your initial password will be your SSN without any spaces or dashes, which you must change once you log in.

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



3. To complete your benefit elections:

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



Questions?

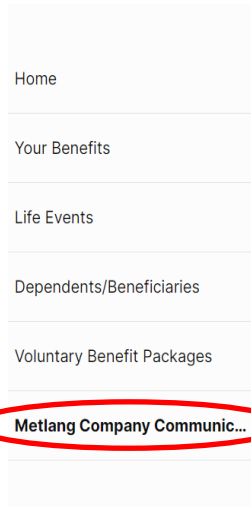
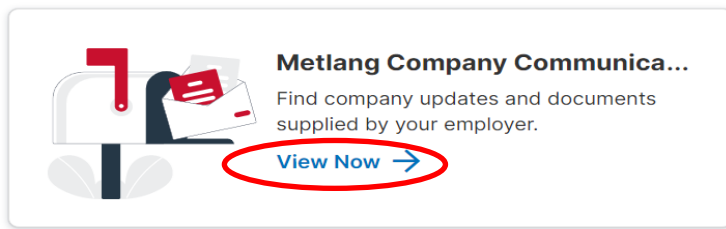
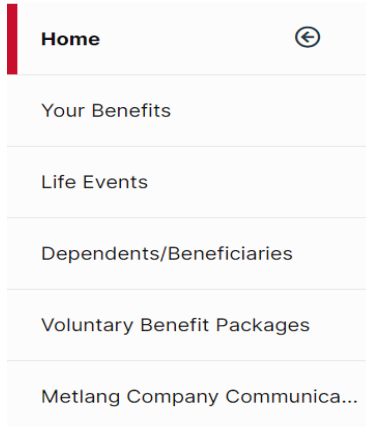
Please contact GSA National toll-free at 1.800.250.2741 or email at CustomerSupport@gsanational.com

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 to retrieve your PRA statement on the “Home” page, or via the “Metlang Company Communication” tab 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)”.



[GSA Client Portal \(PRA Statements\)](#)



Metlang Company Communication Page

To view your PRA balance and H&W flows, please click on the ‘GSA Client Portal (PRA Statements)’ hyperlink at the top of this page in blue font.

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

PRA/Compliance Statement

Month From Month To View

PRAStatement

1 of 1
Export to the selected format
Export

Premium Reserve Account Statement
01/01/2023 - 01/31/2023

HeiTech Services Inc
Bertha Thomas
7935 S Winchester Ave
#1
Chicago, IL 60620

December 2022 hours are used to pay January 2023 health and welfare benefits.

Contributions Hours: 176

Contribution Type	Contribution Amount
Employee Contribution	\$39.99
Employer Contribution	\$776.16
PRA Contribution Adjustment	(\$15.15)
Total Contribution Amount	\$801.00

Benefits and Other Expenses

Questions?

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