


# NBS Web Portal

## How Do I Access My Online Account?

Registering for and logging into your account online is easy. Just follow the instructions below.

### 1 Go to the website

- ▶ Using your Internet browser, navigate to: <http://mynbsbenefits.com>
- ▶ Click "Register" on the home page on upper right side of homepage.

 855-399-3035  
service@mynbsbenefits.com Homepage

 SIGN IN  REGISTER

*If you have an existing username and password, click "Sign In" - there is no need to register again.  
If you have never registered, click "Register."*



**Now Eligible!**  
Over-the-Counter Meds

[Shop FSA Store](#)

 **FSA store**



[QuickLinks](#)

[Which Plan is](#) | [Documents &](#) | [Eligible Expenses](#)

**What Can I Buy with My FSA?**

Type the name of an everyday health product and see if you can purchase it with your tax-free funds.

## 2 Complete the required fields of the registration form

- ▶ Enter first name, last name, and zip code.

- ▶ If you have not received a debit card, you do not need to check the box. If you have received a debit card, check the box, and enter your NBS Smart Card number in the box.



You are on step 1 of 6

Let's get you registered - please provide the information below.

First Name \*

Last Name \*

Zip Code \*



Check this box if you received a debit card for your benefit account.

✕ Cancel

✓ Next

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

You are on step 1 of 6

Enter your employer information and we'll securely retrieve your information!

Employer Name \*

To register with this site, you must have an **Employee ID** which could be your Health Plan Member Number, Social Security Number, an ID provided by your Employer or an alternate ID created by your Administrator, and a **Registration ID** which could be your Benefit Debit Card Number or your Employer.

If you do not know your ID or were not provided an ID, please contact your Administrator.

Employee ID \*

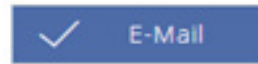
✕ Cancel ← Back ✓ Next

- ▶ Start entering your employer name and then select the correct employer from the drop-down menu. Then enter your employee ID.

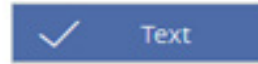
### 3 Verification code

- ▶ Select your verification method.

Send code to email: t\*\*\*\*\*ail@nbsbenefits.com



Send code via text: \*\*\*-\*\*\*-1111



- ▶ Enter the verification code you received by either email or text.

\*\*\*-\*\*\*-3825

Enter the verification code that you received via SMS below:

876058

[Resend verification code](#)

### 4 Create a user name and password

- ▶ Create a user name and password with requirements.

STEP 1 STEP 2 **STEP 3** STEP 4 STEP 5 STEP 6

You are on step 3 of 6

Create a user name, email and password for your account.

User Name \*

Email \*

Password \* ?

Password Strength

Confirm Password \*

Cancel Back Next

#### Password validation

A valid password must contain between 8 and 16 characters.

A password must contain 3 of the following types of characters:

- AN UPPER CASE LETTER
- lower case letter
- Special Character (% , ! , @ , etc.)
- A number




A password cannot contain:

- The same character repeating 3 or more times
- The word "password"
- The username
- Spaces

# 5 Set up direct deposit for quick and secure reimbursements

- ▶ Go to "Direct Deposit Options" from the Personal Dashboard and choose "add."



## Direct Deposit Options

Add your bank account for direct deposit reimbursement (+) ADD

- ▶ Enter required fields including account and routing number.
- ▶ Click the box to allow NBS to deposit funds to your account.
- ▶ Click on "Save."

### Reimbursement Method

Direct Deposit

**Bank Name \***

**Account \***

**Re-enter Account \***

**Account Routing \***

**Re-enter Routing \***

**Bank Account Type**

By providing my bank account and routing numbers, I agree to allow my administrator to direct deposit plan reimbursements into my accounts. I understand that I can change this directive at any time.

**Check example**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Pay to the order of: \_\_\_\_\_


Your bank


: 1233211231 :	234511	123456789123
Routing Number	Check #	Account Number


**Please note:**The order of Routing, Account and Check numbers will vary from financial institution to financial institutions and will not necessarily be in the same order as shown above.

## 6 Validation step


- ▶ Please read the terms and conditions, check the Certification box, and then you will need to validate your account. Validation will include two small credits and one offsetting withdrawal to your bank account. You will validate your account by selecting the "Validate Account" box.

 **Direct Deposit Options**


Finalize your direct deposit account by validating it 


 VALIDATE


### Reimbursement Method


 Reimbursement Method


Direct Deposit


 Bank Name \*



 Account \*

 Re-enter Account \*

 Account Routing \*

 Re-enter Routing \*

 Bank Account Type

 Account Status  

By providing my bank account and routing numbers, I agree to allow my administrator to direct deposit plan reimbursements into my accounts. I understand that I can change this directive at any time. \*

**Validate Your Account**

To help verify the ownership of your account, we will make two small deposits (less than a dollar) and one off-setting credit to your bank account. Validate your account by providing us with the exact amounts, and we'll link your account.

This process generally takes 1 to 2 business days to complete.

**Check example**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

bank


233211231 :	234511	123456789123
Routing Number	Check #	Account Number




**Please note:**The order of Routing, Account and Check numbers will vary from financial institution to financial institutions and will not necessarily be in the same order as shown above.

## 7 Validation step continued

- ▶ Once you enter in the correct amounts you will get a message letting you know that your validation was successful. Your direct deposit account status will then show as active.

Reimbursement Method

 To help verify the ownership of your account, we have made two small deposits (less than a dollar) and one off-setting credit to your bank account. Validate your account by providing us with the **exact** amounts.

 Amount 1 *	<input type="text" value="0.14"/>
 Amount 2 *	<input type="text" value="0.13"/>
 Amount 3 *	<input type="text" value="0.27"/>

Validation was successful. Now your direct deposit bank account is active.

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