HIGGINBOTHAM™

FLEX PLAN WEBSITE REGISTRATION

OVERVIEW
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OVERVIEW
The Flex Plan website is your main source to your flexible spending medical account. Use this website to view your account balance, submit claims and more. (Registration will only work once you are entered into the system. You may need to wait until the first day of the plan year if you are not currently enrolled)

Task 1: Flex Plan Website Registration Instructions

· Enter the Higginbotham Flex Plan web site: www.mywealthcareonline.com/higginbotham

· Next to New User click on the blue link that says "click here"

· Please enter your desired **User Name** (Must be at least 8 characters)

· **Enter a password**, which meets the criteria listed below (Do not use your name within your password)

· Enter a **Display name** (First and last name are recommended)

· Provide an **Email Address**

· Enter your **Employee ID** (Your social security number, no dashes)

· For **Registration ID** select Employer ID and enter: **higfortw510**

· Check the **Accept the Terms of Service** check box

· Click **Register**

Task 2: Password Requirements

A valid password must contain between 8 and 16 characters.

In addition, a password must include 3 of the following 4 types of characters:

· An Upper Case Letter

· Lower Case Letter

· A Special Character (such as %, !, @, etc.)

· A Number

In addition, a password **CANNOT**:

· Contain the same character repeating 3 or more times, for example, 'AAA' is invalid

· Contain the word 'password'

· Contain the username

- Contain spaces