

First Time Login

# 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 Get to the website

- ▶ Using your Internet browser, navigate to: <http://my.nbsbenefits.com>
- ▶ Click "Register" in one of the two locations on the home page. (Highlighted in red below.)

The screenshot shows the NBS Benefits Portal home page. At the top right, there are links for "Register" (highlighted in red) and "Login". The navigation menu includes "Home", "My Accounts", "Enrollment", "Prior Accounts", and "Resources". A search bar is located on the right side of the navigation menu.

The main content area features a "Welcome to the NBS Benefits Portal" message. Below this, there is a section titled "Take advantage of all the Resources" with a list of benefits:

- 24/7 Account Access
- Tools and Calculators
- Frequently Asked Questions
- Submit Claims Online
- NBS Mobile App

A "LEARN MORE" button is located below the list. Below the list, there are three resource cards:

- HRA Resources**: Click here to learn more about Health Reimbursement Arrangements (employer funded healthcare accounts).
- FSA Resources**: Click here to learn more about Healthcare and Dependent Care Flexible Spending Accounts.
- HSA Resources**: Click here to learn more about Health Savings Accounts.

On the left side of the page, there is a "Login" section with a "Username:" field and a "Continue" button. Below the login section, there is a "New User?" link highlighted in red, which says "Please click here to create a username and password." There is also a "Contact Us" section with a phone number (1-855-399-3035) and an email address (service@nbsbenefits.com).

## 2 Complete the required fields of the registration form

- ▶ Username and password
- ▶ Personal information - name and email address
- ▶ Employee ID: Please enter your **Social Security Number**
- ▶ Employer ID OR NBS Benefits Card Number.
  - Employer ID is a 9 digit code given to you in your welcome email from NBS, or may be obtained through your employer or by contacting NBS at (855) 399-3035
- ▶ Accept the Terms of Use
- ▶ After completing all required fields, click "Register"

The screenshot displays a registration form with the following fields and options:

- User Name: \*
- Password: \*
- Confirm Password: \*
- First Name: \*
- Last Name: \*
- Email Address: \*
- Employee ID \*
- Registration ID \*  (with a dropdown menu currently set to "Employer ID")
- Accept Terms of Use \*  View Terms of Use

At the bottom of the form are two buttons: "Register" (in blue) and "Cancel" (in grey).

**If you have questions,  
please call  
(800) 274-0503**