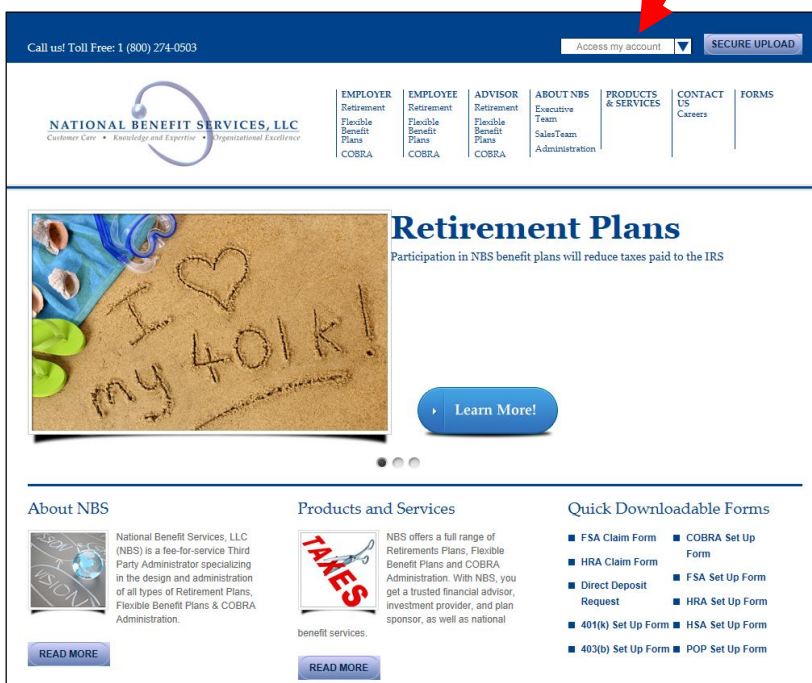


NBS WEB ACCESS AND CLAIM ENTRY

1. Using your internet browser, navigate to: www.nbsbenefits.com.
2. Click on "Access my Account" link on the upper right hand side- then click on "Flexible Benefit Plans"



Call us! Toll Free: 1 (800) 274-0503

Access my account | SECURE UPLOAD

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EMPLOYER Retirement Flexible Benefit Plans COBRA	EMPLOYEE Retirement Flexible Benefit Plans COBRA	ADVISOR Retirement Flexible Benefit Plans COBRA	ABOUT NBS Executive Team Sales Team Administration	PRODUCTS & SERVICES	CONTACT US Careers	FORMS
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Retirement Plans

Participation in NBS benefit plans will reduce taxes paid to the IRS

[Learn More!](#)

About NBS

National Benefit Services, LLC (NBS) is a fee-for-service Third Party Administrator specializing in the design and administration of all types of Retirement Plans, Flexible Benefit Plans & COBRA Administration.

[READ MORE](#)

Products and Services

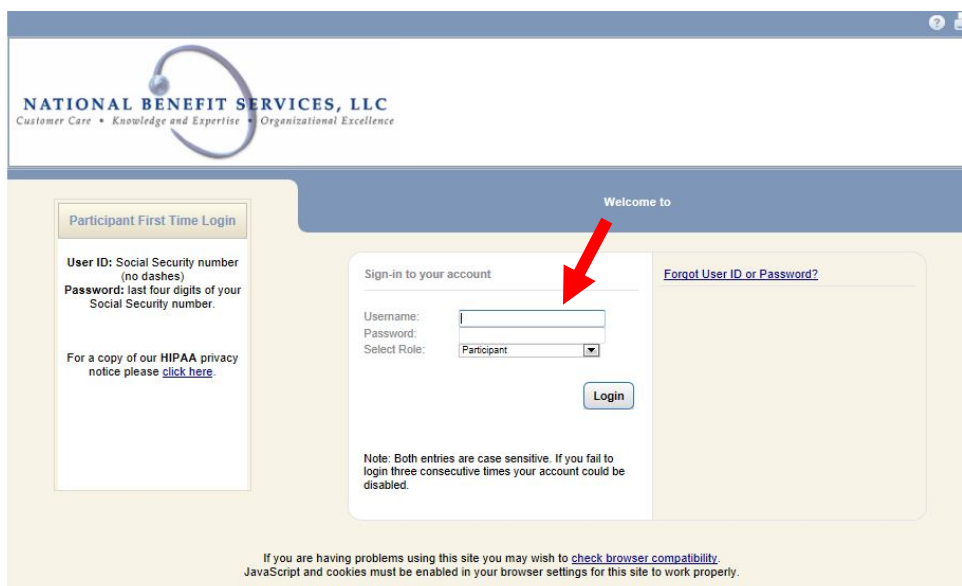
NBS offers a full range of Retirement Plans, Flexible Benefit Plans and COBRA Administration. With NBS, you get a trusted financial advisor, investment provider, and plan sponsor, as well as national benefit services.

[READ MORE](#)

Quick Downloadable Forms

- FSA Claim Form
- HRA Claim Form
- Direct Deposit Request
- 401(k) Set Up Form
- 403(b) Set Up Form
- COBRA Set Up Form
- FSA Set Up Form
- HRA Set Up Form
- HSA Set Up Form
- POP Set Up Form

3. Enter your Login Information or follow the Instructions for a first time user



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Welcome to

Participant First Time Login

User ID: Social Security number (no dashes)
 Password: last four digits of your Social Security number.

For a copy of our HIPAA privacy notice please [click here](#).

Sign-in to your account

Forgot User ID or Password?

Username:

Password:

Select Role:

[Login](#)

Note: Both entries are case sensitive. If you fail to login three consecutive times your account could be disabled.

If you are having problems using this site you may wish to [check browser compatibility](#). JavaScript and cookies must be enabled in your browser settings for this site to work properly.



4. Once you are logged in- click on “Claim Entry” under the claims tab

The screenshot shows the user interface of the National Benefit Services, LLC web portal. At the top, there is a navigation bar with 'Change Plans' and 'Log Out' options. Below this is the company logo and tagline. A main navigation menu includes 'Benefits Summary', 'Summary', 'Claims', 'Payments', 'Transactions', 'Tools', and 'Personal Profile'. The 'Claims' tab is selected, and a dropdown menu is open, showing 'Claim History' and 'Claim Entry'. A red arrow points to the 'Claim Entry' option. Below the navigation, there are filters for 'Select plan year', 'Select benefit', and 'For month'. A 'Submit' button is visible at the bottom of the filter section.

5. Follow the Web Entry Claim Step 1 by adding each claim that you would like to have processed. Once you are done adding claims you will click on “Save & Continue”.

The screenshot shows the 'Claim Entry - Step 1 of 3' form. At the top, there is a navigation bar with 'Change Plans' and 'Log Out' options. Below this is the company logo and tagline. A main navigation menu includes 'Benefits Summary', 'Summary', 'Claims', 'Payments', 'Transactions', 'Tools', and 'Personal Profile'. The 'Claims' tab is selected, and the 'Claim Entry' option is highlighted. Below the navigation, there is a 'New Claim Form' section. The form includes a 'Required field' section with the following fields: 'Select benefit' (dropdown menu), 'Person receiving service' (dropdown menu with 'Add Dependent' link), 'Start date of service' (calendar icon), 'End date of service' (calendar icon), 'Service provider' (dropdown menu), 'Taxpayer ID' (text field), 'Description' (text field), and 'Amount' (text field). There are 'Reset' and 'Add' buttons. Below the form, there is an 'IMPORTANT' warning: 'Your claim will not be reviewed for reimbursement until you complete the next step.' At the bottom, there are 'Save & Continue' and 'Cancel' buttons. A red arrow points to the 'Save & Continue' button.

- Follow the Web Entry Claim Step 2 by selecting "Upload Receipts" if you have an electronic copy of your receipts.

Change Plans Log Out ?

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Benefits Summary Summary Claims Payments Transactions Tools Personal Profile

Claim Entry - Step 2 of 3

Your claims have been successfully saved as "Pending". Please select a submission option to proceed with providing receipts or other substantiation information.

Upload Receipts

Submit claim forms and receipts as attachments online
You will have the ability to upload attachments in the next step.

[I need to fax or mail](#) my claim forms or receipts.
[I am not ready](#) to submit any claim forms or receipts at this time.

- Follow the final Web Entry Claim Step 3 by uploading your receipts to each claim.
 - Click on the box next to each service you are attaching receipts
 - Next click on "Add Attachment"
 - In the new screen *Browse* to find your receipt and then click "Submit Attachment"

Change Plans Log Out ?

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Benefits Summary Summary Claims Payments Transactions Tools Personal Profile

Claim Entry - Step 3 of 3

Click the check box next to each service for which you are attaching receipts. If your electronic attachment contains multiple receipts in one file, click the check boxes next to each service to which that attachment applies. Then click "Add Attachment". When you click "Add Attachment", a new screen will appear below. Click on "Browse" and select the appropriate electronic file to attach. Then click on "Submit Attachment(s)". You should then receive a confirmation ID number for your claim.

Select the claims you wish to add attachments to:

Claim ID	Date of Service Start Date	Date of Service End Date	Claim Amount	Service Provider	Add Attachment <input type="checkbox"/>
119	07/01/2013	07/01/2013	\$20.00	Doctor	<input checked="" type="checkbox"/>

Add Attachment

Added Attachments [Remove file](#) [Upload attached files](#)

Claim ID	Type	File	Action
119	Receipt	<input type="text"/> Browse...	Remove

[Return to Submission Option](#)

IMPORTANT: Once attachments have been submitted they cannot be removed.

Submit Attachment