

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" on the home page. (Highlighted in red below.)

The screenshot shows the NBS Web Portal home page. At the top left is the NBS logo (national benefit services) and contact information: 855-399-3035 and service@nbsbenefits.com. On the top right, there are two buttons: "SIGN IN" (with a checkmark icon) and "REGISTER" (with a person icon and highlighted in red). Below the navigation is a welcome message: "Welcome to our new portal. To use the legacy portal, [click here](#). The legacy portal will be retired on October 28th." To the right of this message is a note: "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.'" The main content area features a large photo of a smiling family (mother, daughter, father, and son) with blue arrows on either side. Below the photo is a "QuickLinks" section with six icons and labels: "Which Plan is Right for Me?", "Documents & Forms", "Frequently Asked Questions", "Short Term Savings", "Calculate your Tax Savings", and "Enroll Here". To the right of the QuickLinks is a "TRY OUR MOBILE APP" section showing a smartphone and tablet displaying the app interface, with "Google play" and "Available on the App Store" logos below.









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"

 To register with this site, you must have an **Employee ID** and a **Registration ID**, which is either your Employer's Employer ID or your Benefit Debit Card Number.

Register

STEP 1 > STEP 2 > STEP 3 > STEP 4

 Username *	<input type="text"/>	 Username must be between 9 and 15 characters long alphanumeric value
 Password *	<input type="password"/>	 A valid password must contain between 8 and 16 characters. A password must contain 3 of the following types of characters: <ul style="list-style-type: none">• AN UPPER CASE LETTER• lower case letter• Special Character (% , ! , @ , etc.)• A number A password cannot contain: <ul style="list-style-type: none">• The same character repeating 3 or more times• The word "password"• The username• Spaces
Password Strength		
 Confirm Password *	<input type="password"/>	 Employee ID was assigned by your Administrator and could be your Health Plan Member Number, Social Security Number, an ID provided by your Employer or an alternate ID created by your Administrator. If you do not know your ID or were not provided an ID, please contact your Administrator.
First Name *	<input type="text"/>	
Initial	<input type="text"/>	
Last Name *	<input type="text"/>	
 Email *	<input type="text"/>	
 Employee ID *	<input type="text"/>	
Registration ID *	Employer ID <input type="text"/>	
	<input type="text"/>	
I accept Terms of Use	<input type="checkbox"/>	