

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 Go to the website

- ▶ Using your Internet browser, navigate to: [mynbsbenefits.com](http://mynbsbenefits.com)
- ▶ Click "Register" on the home page. (Highlighted in red below.)

nbs national benefit services

855-399-3035  
service@mynbsbenefits.com

SIGN IN REGISTER

Welcome to our new portal. To use the legacy portal, [click here](#).  
The legacy portal will be retired on October 28th.

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."

### QuickLinks

- Which Plan is Right for Me?
- Documents & Forms
- Frequently Asked Questions
- Short Term Savings
- Calculate your Tax Savings
- Enroll Here

TRY OUR MOBILE APP

Available on the Google play Available on the App Store

## 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 shows a registration form titled "Registration" with a progress indicator showing "STEP 1" selected. The form includes the following fields and messages:

- Username \***: Text input field. Informational message: "Username must be between 6 and 12 characters long alphanumeric value".
- Password \***: Text input field. Informational message: "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".
- Confirm Password \***: Text input field. Informational message: "A password cannot contain: The same character repeating 3 or more times, The word 'password', The username, Spaces".
- First Name \***: Text input field.
- Initial**: Text input field.
- Last Name \***: Text input field.
- Email \***: Text input field.
- Registration ID \***: Dropdown menu (currently showing "Card Number") and a text input field.
- Employee ID \***: Text input field.
- Terms of Use**: "I accept [Terms of Use](#)" with an unchecked checkbox.
- Buttons**: "Next" (checked) and "Cancel" (unchecked).