

## Participant Account Web Access and Web Claim Entry

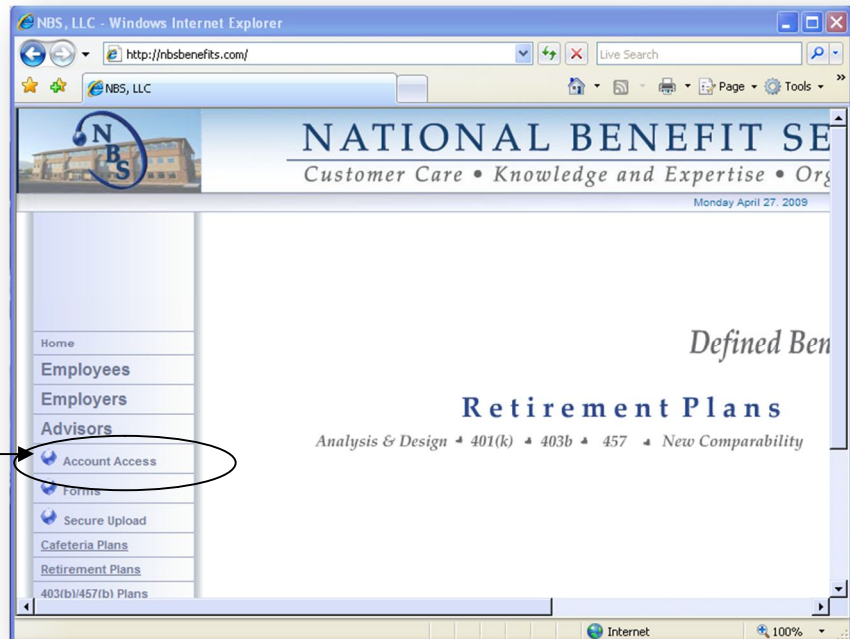
National Benefit Services, LLC provides a website plan participants. This website will give employees access to the following:

- Health reimbursement and dependent care account information
- Submission of claims
- Access to detailed claim history
- Downloadable forms such as claim forms and change of status forms
- Listing of all eligible expenses

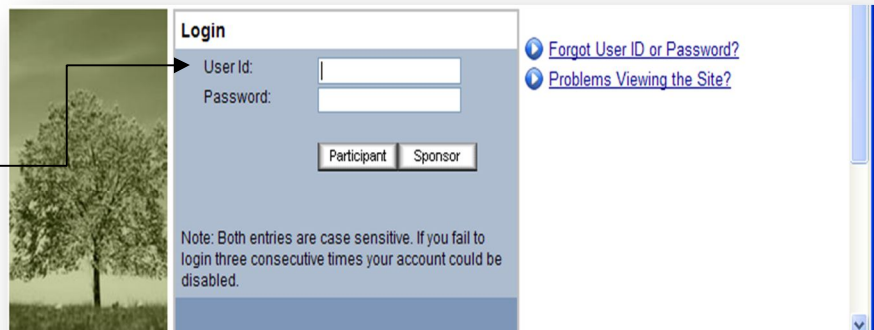
### Instructions to access the NBS Website:

1. Log into the NBS website at [nbsbenefits.com](http://nbsbenefits.com).

Under Account Access click on Cafeteria Plans



2. Enter your Login info.  
If this is your first time logging in, enter your SSN as the user ID and the last 4 digits of your SSN as the password.



3. Establish a new Username and Password

### Step 1 of 2: Personal Information

Items marked with an asterisk (\*) must be completed before you can proceed to the next step.

**Username Information**

Establish your Username (6-12 alphanumeric digits, case-sensitive) \*

Establish your Password (6-8 alphanumeric digits, case-sensitive) \*

Re-enter Password: \*

Remember your Username and Password. You will need them to access your account via the plan website in the future.

**Your Personal Information**

Be sure to continue through all steps of the enrollment process until you receive confirmation that your enrollment is complete. If you cancel or close your browser before completing the process, your enrollment will not be processed.

4. The "Claims" tab will allow you to enter a claim online.

Summary **Claims** Tools Personal Profile

Personal Info. Dependents Password Change

### User ID/Password Change

Your confirmation number is **140718**. You may use this number in the future.

User ID/Password REQUEST DET

Confirmation #:

You requested to change your user ID and password.

5. Then click on claim entry.

Summary Claims **Tools** Personal Profile

Claim History Claim Entry

### Claim History

Select claim year: 01/01/2009 - 12/31/2009

6. Follow the Web Claim entry instructions.

### Claim Entry - Step 1 of 3

Welcome to the NBS Web Claim Entry Tool!

This tool allows you to enter claims for processing by NBS. In order to have your claims paid you must complete all the required "\*" items in each of the 3 entry steps.

- To begin enter a claim and press the 'Add' button. (A claim must be entered for each individual transaction.)
- Once you have finished adding all of your claims, press the 'Save and Continue' button to move to the next step.
- Press 'Cancel' at anytime to clear the list of claims without submitting.

**New Claim Form**

\* Required field

Select benefit:  Person receiving service:  [Add Dependent](#)

Start date of service:  End date of service:

Service provider:  Taxpayer ID:  Description:  Amount: