

# 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.)

nbs national benefit services

855-399-3035  
service@nbsbenefits.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

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"

### Registration

STEP 1 STEP 2 STEP 3 STEP 4

Username \*

Password \*

Password Strength

Confirm Password \*

First Name \*

Initial

Last Name \*

Email \*

Registration ID \*

Employee ID \*

I accept [Terms of Use](#)

Username must be between 6 and 12 characters long alphanumeric value

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

A password cannot contain:

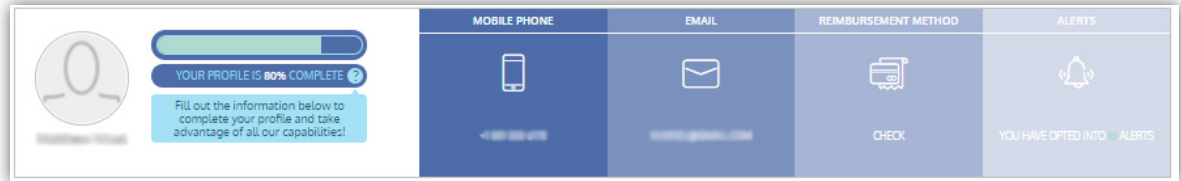
- The same character repeating 3 or more times
- The word "password"
- The username
- Spaces

To register with this site, you must have an **Employee ID** which could be your Health Plan Member Number, Social Security Number, an ID provided by your Employer or an alternate ID created by your Administrator, and a **Registration ID** which could be your Benefit Debit Card Number or your Employer.

If you do not know your ID or were not provided an ID, please contact your Administrator.

### 3 Set up direct deposit for quick and secure reimbursements.

- ▶ Select "Reimbursement Method" from the Personal Dashboard and choose "direct deposit."



- ▶ Enter required fields including account and routing number.
- ▶ Click the checkbox agreeing for NBS to deposit funds to your account.
- ▶ Click on "Save."

A screenshot of the "Reimbursement Method" form. At the top, there are two tabs: "Check" and "Direct Deposit", with "Direct Deposit" being the active tab. Below the tabs, there are several input fields with labels and asterisks: "Bank Name \*", "Account \*", "Re-enter Account \*", "Account Routing \*", "Re-enter Routing \*", and "Bank Account Type" (a dropdown menu currently set to "Saving"). To the right of these fields is a "Check example" box containing a form with fields for "Name", "Address", "Date", and "Pay to the order of:". Below the "Check example" box is a section titled "Your bank" with three input fields: "Routing Number" (with a sample number 123321123), "Check #", and "Account Number" (with a sample number 123456789123). At the bottom left, there is a paragraph of text: "By providing my bank account and routing numbers, I agree to allow my administrator to direct deposit plan reimbursements into my accounts. I understand that I can change this directive at any time." followed by a checkbox. At the bottom right, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with an X icon).