


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: <http://mynbsbenefits.com>
- ▶ Click "Register" on the home page on upper right side of homepage.

 855-399-3035
service@mynbsbenefits.com Homepage

 SIGN IN  REGISTER

*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."*



Now Eligible!
Over-the-Counter Meds

[Shop FSA Store](#)

 **FSA store**



[QuickLinks](#)

[Which Plan is](#) | [Documents &](#) | [Eligible Expenses](#)

What Can I Buy with My FSA?

Type the name of an everyday health product and see if you can purchase it with your tax-free funds.

2 Complete the required fields of the registration form

- ▶ Enter first name, last name, and zip code.

- ▶ If you have not received a debit card, you do not need to check the box. If you have received a debit card, check the box, and enter your NBS Smart Card number in the box.



You are on step 1 of 6

Let's get you registered - please provide the information below.

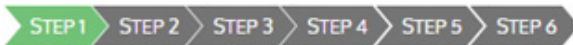
First Name *

Last Name *

Zip Code *




Check this box if you received a debit card for your benefit account.



You are on step 1 of 6

Enter your employer information and we'll securely retrieve your information!

 Employer Name *

 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.

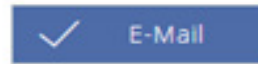
 Employee ID *

- ▶ Start entering your employer name and then select the correct employer from the drop-down menu. Then enter your social security number for employee ID.

3 Verification code

- ▶ Select your verification method.

Send code to email: t*****ail@nbsbenefits.com



Send code via text: ***-***-1111



- ▶ Enter the verification code you received by either email or text.

--3825

Enter the verification code that you received via SMS below:

876058

[Resend verification code](#)

4 Create a user name and password

- ▶ Create a user name and password with requirements.

STEP 1 > STEP 2 > **STEP 3** > STEP 4 > STEP 5 > STEP 6

You are on step 3 of 6

Create a user name, email and password for your account.

User Name *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Password Strength	
Confirm Password *	<input type="password"/>

Password validation

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