



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 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

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. **Island Flex's ER ID is NBS743137**
 - 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"/>	
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](#)

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' selected. Below the tabs, there are several input fields: 'Bank Name *', 'Account *', 'Re-enter Account *', 'Account Routing *', 'Re-enter Routing *', and 'Bank Account Type' (a dropdown menu set to 'Saving'). To the right of these fields is a 'Check example' section with fields for 'Name', 'Address', 'Date', and 'Pay to the order of:'. Below that is a 'Your bank' section with three input fields: 'Routing Number' (with a sample number 123321123), 'Check #' (with a sample number 2345), and 'Account Number' (with a sample number 123456789123). At the bottom left, there is a checkbox with an asterisk and the 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.' At the bottom right, there are 'Save' and 'Cancel' buttons.