

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.

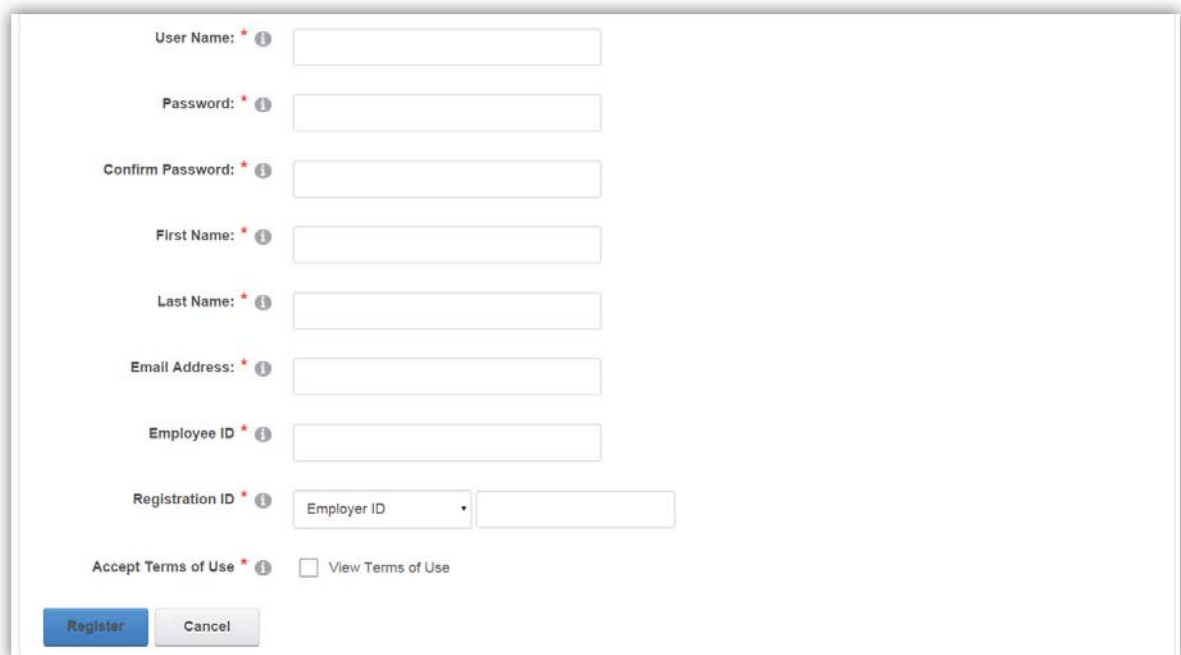
### 1 Get to the website

- ▶ Using your Internet browser, navigate to: <http://my.nbsbenefits.com/islandflex>.  
Click "Participant Login".
- ▶ Click "Register" in one of the two locations on the home page. (Highlighted in red below.)

The screenshot shows the NBS Benefits Portal home page. At the top right, there are links for "Register" and "Login", with "Register" highlighted in a red box. Below the navigation bar, there is a "Welcome to the NBS Benefits Portal" message. A large section titled "Take advantage of all the Resources" lists several benefits: 24/7 Account Access, Tools and Calculators, Frequently Asked Questions, Submit Claims Online, and NBS Mobile App. Below this, there are three columns of resources: HRA Resources, FSA Resources, and HSA Resources. On the left side, there is a "Login" section with a "Continue" button and a link for "Forgot your Username? Click here." Below the login section, there is a link for "New User? Please click here to create a username and password." which is highlighted in a red box. At the bottom, there is a "Contact Info" section with phone and email details.

## 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**
- ▶ Accept the Terms of Use
- ▶ After completing all required fields, click "Register"



A screenshot of a registration form with the following fields and options:

- User Name: \*
- Password: \*
- Confirm Password: \*
- First Name: \*
- Last Name: \*
- Email Address: \*
- Employee ID \*
- Registration ID \*  Employer ID
- Accept Terms of Use \*  [View Terms of Use](#)

Buttons: Register, Cancel

**If you have questions,  
please call  
(800) 274-0503**