

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 Go to the website

- ▶ Using your Internet browser, navigate to: [mynbsbenefits.com](http://mynbsbenefits.com)
- ▶ Click "Register" on the home page. (Highlighted in red below.)

nbs national benefit services

855-399-3035  
service@mynbsbenefits.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. **EMPLOYER ID NBS526587**
  - 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"

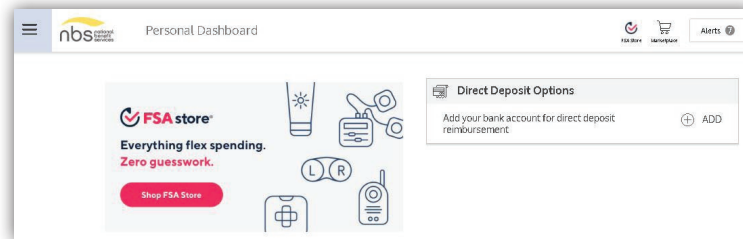
The screenshot shows a registration form titled "Registration" with a progress indicator showing "STEP 1" selected. The form includes the following fields and instructions:

- Username \***: Text input field. Instruction: "Username must be between 6 and 12 characters long alphanumeric value".
- Password \***: Text input field. Instruction: "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 numberA password cannot contain:
  - The same character repeating 3 or more times
  - The word "password"
  - The username
  - Spaces
- Confirm Password \***: Text input field.
- First Name \***: Text input field.
- Initial**: Text input field.
- Last Name \***: Text input field.
- Email \***: Text input field.
- Registration ID \***: Dropdown menu with "Card Number" selected, followed by a text input field.
- Employee ID \***: Text input field. Instruction: "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."

At the bottom, there is a checkbox for "I accept [Terms of Use](#)". Navigation buttons "Next" and "Cancel" are located at the bottom right.

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

- ▶ Select + ADD in the Direct Deposit Options screen on your Personal Dashboard



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

A screenshot of the 'Reimbursement Method' form. The form has a title bar with 'Reimbursement Method' and a close button. Below the title, there are two tabs: 'Check' and 'Direct Deposit', with 'Direct Deposit' selected. The form contains several input fields: 'Bank Name \*', 'Account \*', 'Re-enter Account \*', 'Account Routing \*', 'Re-enter Routing \*', and 'Bank Account Type' (a dropdown menu with 'Saving' selected). To the right of these fields is a 'Check example' section with fields for 'Name', 'Address', 'Date', and 'Pay to the order of:'. Below this is a 'Your bank' section with three input fields for 'Routing Number', 'Check #', and 'Account Number', each with a sample number. 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' and 'Cancel'.