

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" 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 and a section titled "Take advantage of all the Resources" with a list of services: 24/7 Account Access, Tools and Calculators, Frequently Asked Questions, Submit Claims Online, and NBS Mobile App. A "LEARN MORE" button is located below this list. At the bottom of the page, there are three resource boxes for HRA, FSA, and HSA, each with a "Click here to learn more" link. On the left side, there is a "Login" section with a "Continue" button and a link for "Forgot your Username? Click here." Below this, a red box highlights the text: "New User? Please click here to create a username and password."

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"

The screenshot shows a registration form with the following fields and options:

- User Name: *
- Password: *
- Confirm Password: *
- First Name: *
- Last Name: *
- Email Address: *
- Employee ID *
- Registration ID * (with a dropdown menu currently set to "Employer ID")
- Accept Terms of Use * View Terms of Use

At the bottom of the form are two buttons: "Register" (in blue) and "Cancel" (in grey).

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