

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://wealthcareportal.com>
- ▶ Click "Register" on the home page. (Highlighted in red below.)



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. **NBS468933**
 - 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"

Registration

STEP 1 STEP 2 STEP 3 STEP 4

Username *

Password *

Password Strength

Confirm Password *

First Name *

Initial

Last Name *

Email *

Registration ID *

Employee ID *

I accept [Terms of Use](#) ☐

Next Cancel

Username must be between 6 and 12 characters long alphanumeric value

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

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.

3 Set up direct deposit for quick and secure reimbursements.

- ▶ Select "Reimbursement Method" from the Personal Dashboard and choose "direct deposit."

The screenshot shows a user's Personal Dashboard. On the left, there's a profile section with a progress bar indicating "YOUR PROFILE IS 80% COMPLETE" and a prompt to "Fill out the information below to complete your profile and take advantage of all our capabilities!". To the right, there are four tabs: MOBILE PHONE, EMAIL, REIMBURSEMENT METHOD, and ALERTS. The REIMBURSEMENT METHOD tab is selected, showing a "CHECK" option with a check icon. The ALERTS tab shows a notification bell icon and the text "YOU HAVE OPTED INTO ALERTS".

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

The screenshot shows the "Reimbursement Method" form. At the top, there are two tabs: "Check" and "Direct Deposit". The "Direct Deposit" tab is selected. Below the tabs, there are several input fields with icons: "Bank Name", "Account", "Re-enter Account", "Account Routing", "Re-enter Routing", and "Bank Account Type". The "Bank Account Type" dropdown is set to "Saving". To the right of these fields, there is a "Check example" section showing a sample check with fields for Name, Address, Date, Pay to the order of, and Your bank. Below the check example, there are three input fields for "Routing Number", "Check #", and "Account Number". At the bottom, there is a checkbox for "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." and a "Save" button with a checkmark icon. A "Cancel" button with an 'X' icon is also present.