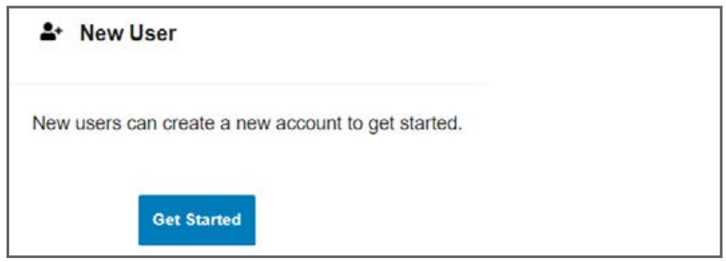
How to Set Up Your Benefits Online Account

Note: These instructions are subject to change, see full article **here**. You'll need an email address or your debit card, if applicable, to move forward with the steps below.

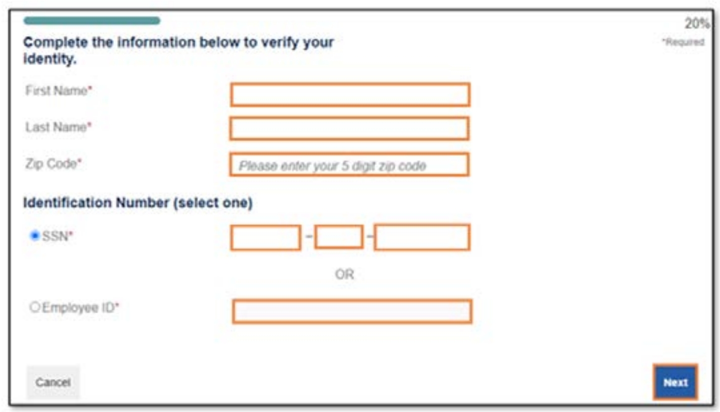
To set up your account, complete the following steps:

1 Once at the **Login** page, click "Get Started" in the New User section.



2 Complete the required fields to verify your identity and click "Next" throughout the process to move to the next section.

Important: Your information must match what your employer provided to us. If you have more than one account with WEX, utilize your Employee ID as your Identification Number instead of your SSN. If you are unsure what your Employee ID is and/or are having issues creating an account, please contact Participant Services for assistance.



3 Request a one-time password via email or enter the last 6 digits of your benefits debit card, if applicable.

Note: We'll send the one-time password to the email address we have on file, if applicable.

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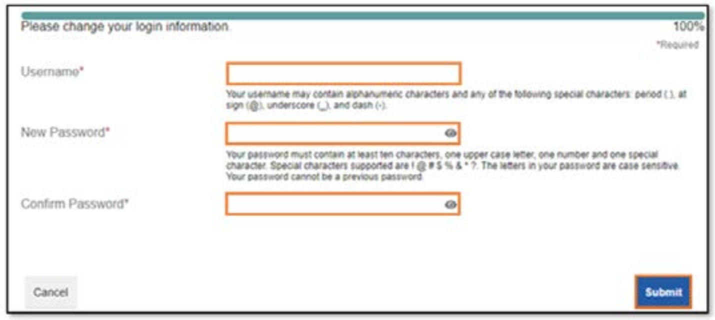
4 Set up your security questions and click “Next.”

Note: Your security answers aren’t case-sensitive.

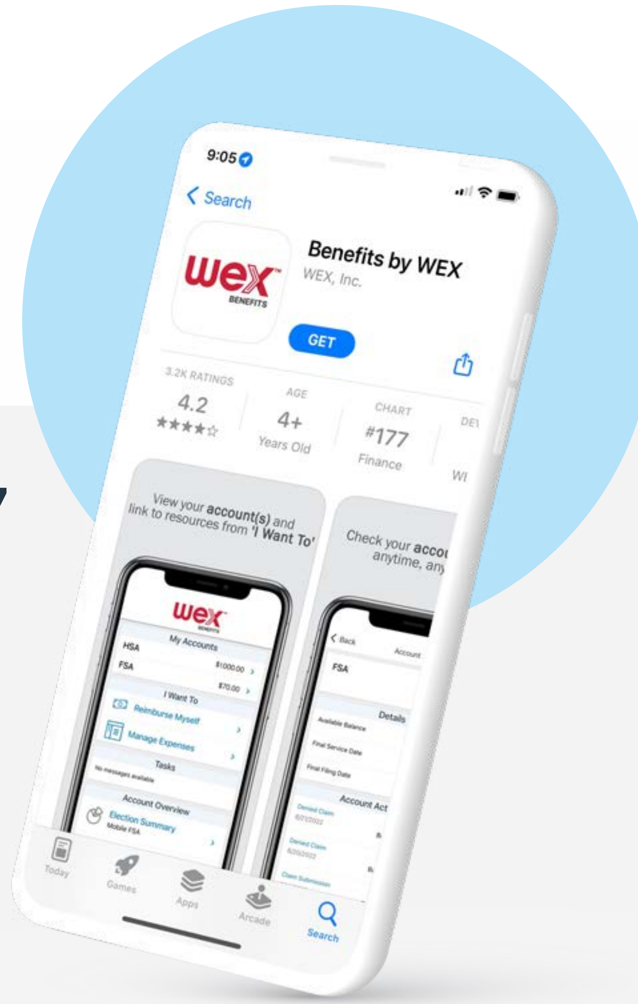
5 Change your username and set up your password, and then click “Submit.”

Important: If you don’t want to change your username, keep track of the system-generated username provided to you.



6 Add a mobile number and any authorized representatives, if desired, and finalize your account setup.

Note: Authorized representatives aren’t the same as dependents.



You have access to manage your benefits 24/7 through the online account and mobile app. Things you can do:

- Check your account balance
- Request reimbursement (file a claim)
- Order additional debit cards
- Upload documentation for your claims
- Set up direct deposit for quicker reimbursement

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