

## Participant Self Service Portal

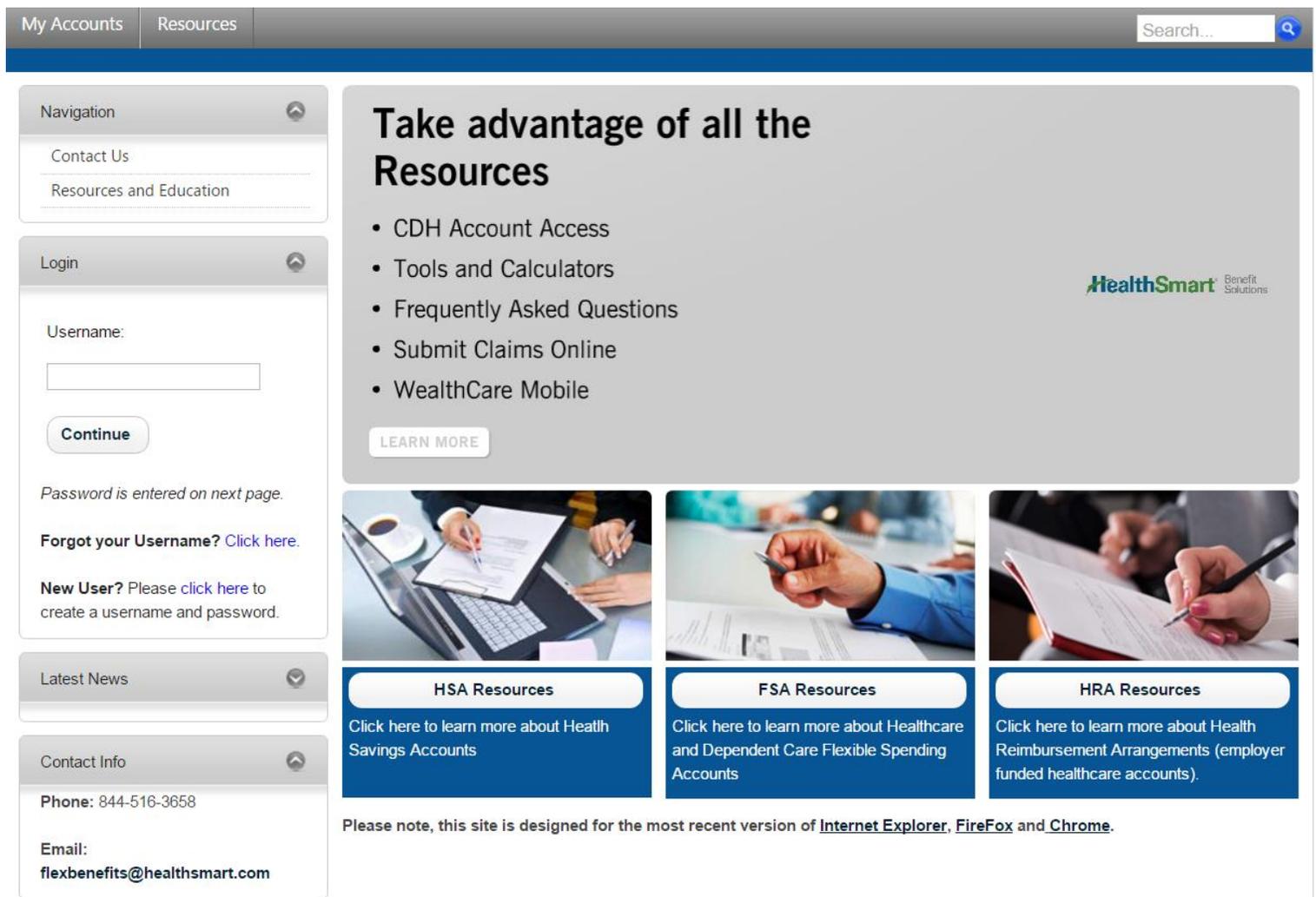
Did you know you can track your flex account online? Simply follow the instructions below to create your user ID and password, and log in at any time, day or night!

Once you've logged in, you have access to balance information, account statements, and deposit history records.

*Forget your password?* The system does have a password recovery module, but if you have any questions at all, please do not hesitate to contact us toll-free at **1-844-516-3658**.

### Create your account:

1. Go to [www.mywealthcareonline.com/flexiblespending](http://www.mywealthcareonline.com/flexiblespending), and click on "Register" (top right) to create your account.



The screenshot shows the top navigation bar with "My Accounts" and "Resources" tabs, and a search bar. On the left, there are several utility boxes: "Navigation" with links for "Contact Us" and "Resources and Education"; "Login" with a "Username:" field and a "Continue" button, plus links for "Forgot your Username?" and "New User?"; "Latest News"; and "Contact Info" with phone number "844-516-3658" and email "flexbenefits@healthsmart.com". The main content area features a large heading "Take advantage of all the Resources" with a bulleted list: "CDH Account Access", "Tools and Calculators", "Frequently Asked Questions", "Submit Claims Online", and "WealthCare Mobile". Below this is a "LEARN MORE" button. At the bottom, there are three resource boxes: "HSA Resources", "FSA Resources", and "HRA Resources", each with a brief description and a link to learn more. A footer note states: "Please note, this site is designed for the most recent version of Internet Explorer, FireFox and Chrome."

2. Complete the registration form, check the box to Accept Terms of Use and click Register.  
(**Employer ID** can be obtained by contacting HealthSmart Customer Service at **1-844-516-3658**.)

Register

**Important:** To register with this site, you must have an **Employee ID** and a **Registration ID**, which is either your Employer's Employer ID or your Benefit Debit Card Number.

**Instructions**

1. Please enter your desired **User Name**.
2. Enter a **password** meeting the minimum security requirements. Please do not use your name within your password.
3. Enter your **First Name** and **Last Name** as they were provided to your employer at enrollment.
4. Provide an **Email Address**.
5. Enter your **Employee ID**.
6. For **Registration ID**, select the ID type you wish to use and then enter your Employer's Registration ID or your Benefit Debit Card Number.
7. Check the **Accept the Terms of Service** check box.
8. Click **Register**.

**Password Requirements:**

A valid password must contain between 8 and 16 characters.

In addition, a password must include 3 of the following 4 types of characters:

- An Upper Case Letter
- Lower Case Letter
- A Special Character (such as %, !, @, etc.)
- A Number

In addition, a password **CANNOT**:

- Contain the same character repeating 3 or more times, for example, 'AAA' is invalid
- Contain the word 'password'
- Contain the username
- Contain spaces

All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: \*

Password: \*

Confirm Password: \*

First Name: \*

Last Name: \*

Email Address: \*

Employee ID \*

Registration ID \*

A password must contain 3 of the following 4 supported types of characters:

- An Upper Case Letter
- A Lower Case Letter
- A Special Character (such as %, !, @, etc.)
- A number

Accept Terms of Use \*  View Terms of Use

- Once you click register, you will begin the Secure Authentication Setup process by clicking **Begin Setup Now**.

The screenshot shows the HealthSmart registration interface. At the top left is the HealthSmart logo, and at the top right are links for 'Aim Work' and 'Logout'. A blue header bar displays 'Last Login: 10/21/2016 10:12 AM'. The main content area is titled 'Registration' and 'Secure Authentication Setup'. It contains the following text: 'To protect your privacy, this site implements Secure Authentication. Setup is easy and only takes a few minutes. Click **Begin Setup Now** to start.' Below this is a blue button labeled 'Begin Setup Now'. Further down, it states 'Your privacy is our priority.' and 'We will maintain the confidentiality of your personal information in accordance with our privacy policy.' A VeriSign Trusted logo is visible at the bottom left of the main content area. A footer bar contains links for 'My Accounts', 'My Profile', 'Communications', 'Enrollment', and 'Resources', along with 'Privacy Statement', 'Terms Of Use', 'About Us', and a copyright notice for 2014 HealthSmart Holdings, Inc.

- Provide answers to 4 challenge questions and click **Continue Setup**. (Make sure you remember your answers.)

This screenshot shows the 'Secure Authentication Setup' page where users are required to answer four challenge questions. The page layout is consistent with the previous screenshot, including the HealthSmart logo, 'Aim Work' and 'Logout' links, and the 'Last Login' timestamp. The main content area is titled 'Secure Authentication Setup' and contains the instruction: 'Provide answers to challenge questions.' Below this, it explains: 'Please use the following drop-down lists to choose four questions which are relevant to you, and then enter answers to those questions. These questions may be asked during the sign on process to confirm that an authorized individual can access account information online. When you are done, click **Continue Setup**.' A note follows: 'Note: We recommend you provide answers which you can easily remember. For best results, do not enter made-up or fake answers, and avoid answers with tricky spelling or punctuation.' The form consists of four identical pairs of a question dropdown menu and an answer text input field. At the bottom of the form is a blue button labeled 'Continue Setup'. A footer note reads: 'Need To Cancel? We encourage you to complete the authentication setup now. If you cancel setup, you'll need to start from the beginning the next time you login.'

5. Verify your correct email address and click Continue Setup.


Aim Work | Logout

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Last Login: 10/21/2016 10:12 AM

**Secure Authentication Setup**

The email address entered is used for security encryption only. It is not used for solicitation purposes.

First Name:	Aim
Last Name:	Work
Email:	<input type="text" value="aimmework@mail.com"/>

[Continue Setup](#)

**Need To Cancel?** We encourage you to complete the authentication setup now. If you cancel setup, you'll need to start from the beginning the next time you login.

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6. Verify all information you entered during setup and click Submit Setup Information.


Aim Work | Logout

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Last Login: 10/21/2016 10:12 AM

**Set Up Secure Authentication**

**Your setup information has not yet been submitted.** Please verify your information below before clicking **Submit Setup Information**. If you need to make a change before submitting, click the appropriate **Change Information** link

<b>Questions and Answers</b>		<a href="#" style="font-size: x-small; text-decoration: underline;">Change information</a>
In which city did you get married?	Weston	
In which city did you meet your spouse?	Fairmont	
Which high school did your spouse attend?	Scott High School	
What is the first name of your eldest child?	Nathan	

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<b>Personal Information</b>		<a href="#" style="font-size: x-small; text-decoration: underline;">Change information</a>
First Name:	Aim	
Last Name:	Work	
Email Address:	<input type="text" value="aimmework@mail.com"/>	

[Submit Setup Information](#)

**Need To Cancel?** We encourage you to complete the authentication setup now. If you cancel setup, you'll need to start from the beginning the next time you login.

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7. You have successfully completed the setup process. You can proceed into your account by clicking Proceed to Account.

The screenshot displays the HealthSmart Benefit Solutions user interface. At the top left is the HealthSmart logo, and at the top right are the links "Aim Work" and "Logout". Below the logo is a navigation menu with "My Accounts", "My Profile", "Communications", "Enrollment", and "Resources". A search bar is located on the right side of the menu. A blue bar at the top right indicates "Last Login: 10/21/2016 10:12 AM". The main content area features a message box titled "Set Up Secure Authentication" with the following text: "You have successfully completed the setup process. You are now set up for Secure Authentication. The next time you sign on to access your account information:" followed by a bulleted list: "• You will be asked to provide your username and then your password." and "• To protect your personal information you may occasionally be required to complete additional authentication." Below the list, it says "Thank you for completing registration and helping us protect your information." At the bottom of the message box are two buttons: "Sign Off" and "Proceed to Account". The footer contains links for "My Accounts", "My Profile", "Communications", "Enrollment", and "Resources", along with "Privacy Statement", "Terms Of Use", "About Us", and a copyright notice: "© 2014 HealthSmart Holdings, Inc. All rights reserved."