

# 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" on the home page. (Highlighted in red below.)

nbs national benefit services

855-399-3035  
service@nbsbenefits.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 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](#)

**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:**

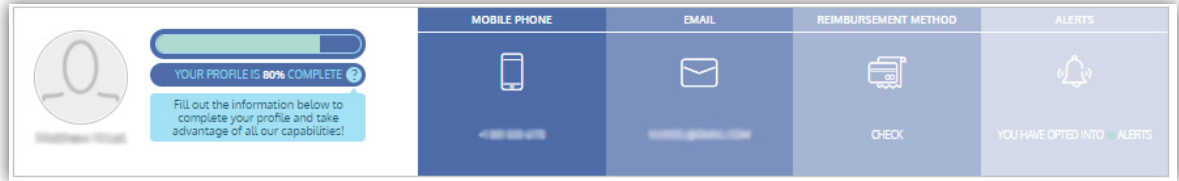
- The same character repeating 3 or more times
- The word "password"
- The username
- Spaces

**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."



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

A screenshot of the "Reimbursement Method" form. At the top, there are two tabs: "Check" and "Direct Deposit", with "Direct Deposit" selected. Below the tabs, there are several input fields: "Bank Name \*", "Account \*", "Re-enter Account \*", "Account Routing \*", "Re-enter Routing \*", and "Bank Account Type" (a dropdown menu set to "Saving"). To the right of these fields is a "Check example" box showing a check layout with fields for Name, Address, Date, and Pay to the order of. Below the check example is a box labeled "Your bank" with three input fields: "Routing Number" (with a sample number 123321123), "Check #", and "Account Number" (with a sample number 123456789123). 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".