

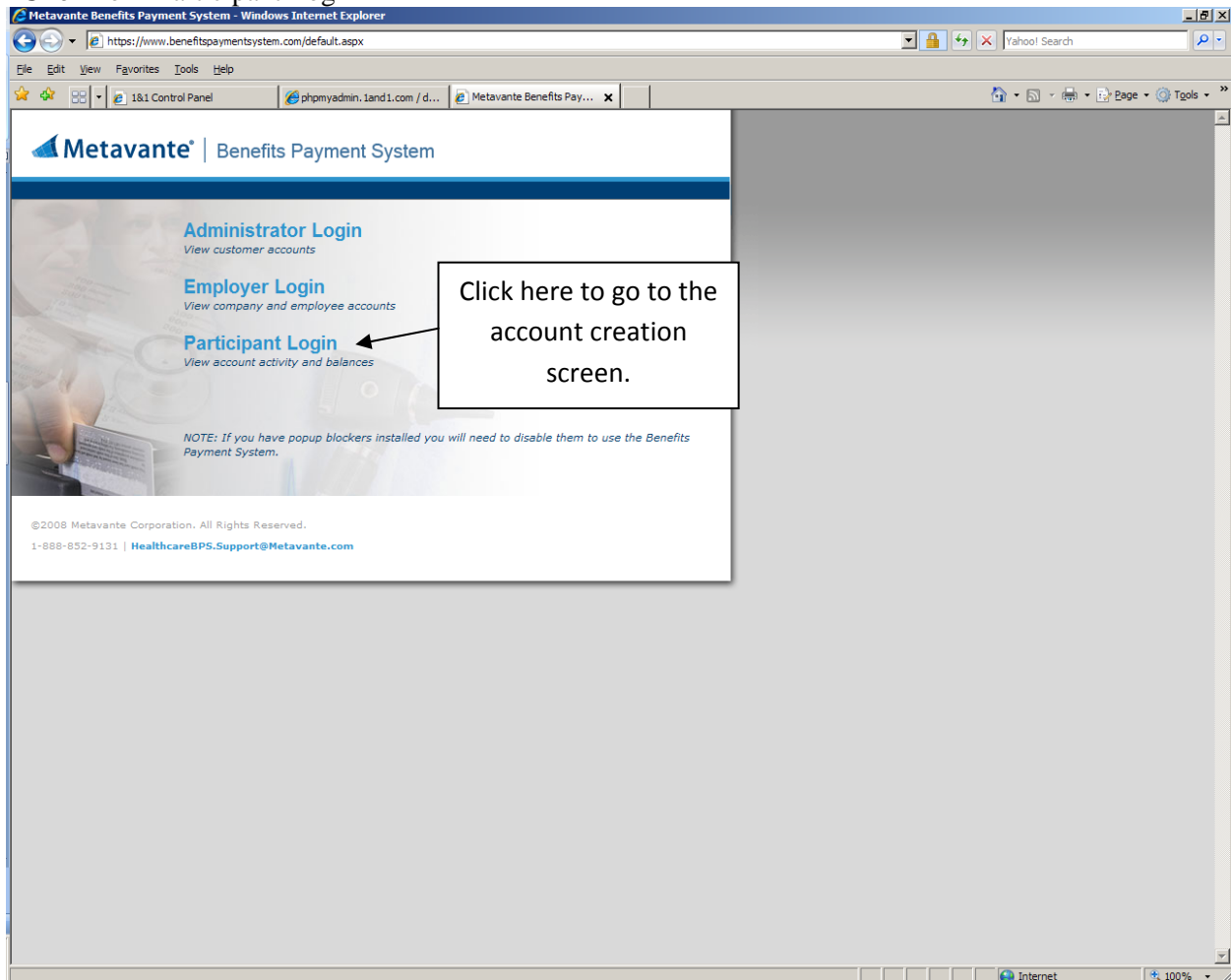
CREATE YOUR ACCOUNT ONLINE

**PLEASE NOTE: AT ANY TIME IF YOU HAVE TROUBLE LOGGING INTO THE BENEFITS PAYMENT SYSTEM SITE, PLEASE CALL 1-800-523-7542 BETWEEN 8:30AM TO 5:00PM MONDAY THROUGH FRIDAY TO SPEAK WITH A REPRESENTATIVE THAT CAN ASSIST YOU.

(PLEASE SET YOUR BROWSER TO ALLOW ALL POP-UPS FROM THE WWW.MBICARD.COM AND WWW.BENEFITSPAYMENTSYSTEM.COM WEB SITES)

To Create Your Online Account:

“Click” on “Participant Login



The screenshot shows a web browser window displaying the Metavante Benefits Payment System. The page has a white header with the Metavante logo and the text "Benefits Payment System". Below the header, there are three main login options, each with a blue link and a subtitle:

- Administrator Login**
View customer accounts
- Employer Login**
View company and employee accounts
- Participant Login**
View account activity and balances

A callout box with a black border and white background is positioned to the right of the "Participant Login" link. It contains the text "Click here to go to the account creation screen." with a black arrow pointing to the "Participant Login" link.

Below the login options, there is a note: "NOTE: If you have popup blockers installed you will need to disable them to use the Benefits Payment System." At the bottom of the page, there is a copyright notice: "©2008 Metavante Corporation. All Rights Reserved. 1-888-852-9131 | HealthcareBPS.Support@Metavante.com"

Participant Portal - Windows Internet Explorer

https://www.benefitspaymentsystem.com/Participants/login.aspx

Participant Portal

Welcome, please login or create an account below.

(Existing Users)

If you have already created an account and have a username and password, you may enter it here. (Please note: You must create an account if you are a new user)

Login to your secure account

User ID:

Password:

Login

[Forgot Password](#) | [Create Account](#)

(NEW USERS)

Click here to create your account.

*NOTE: All users must first create an account. If you have already created an account; you may enter your User ID and Password in the fields provided.

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Participant Portal - Windows Internet Explorer
 https://www.benefitspaymentsystem.com/Participants/CreateAccount.aspx

Participant Portal

Account Creation
 Create a new user account.

Enter the information below to create your account. Please contact your Administrator for questions regarding access to this site or for questions about balances and statements.

Section 1
 Name *
 Employee ID *

Section 2
 Employer ID *
 Card Number *

Section 3
 New User ID *
 Password *
 Security Word * (Mother's Maiden Name)
 Birth City *

Section 4
 E-mail Address *
 E-mail Options Send E-mails

Submit Cancel

* = required

Section 1
Name: Enter the primary cardholder's First and Last Name
Employee ID: Your Social Security Number without the dashes.

Section 2
Employer ID: DO NOT FILL IN THIS FIELD
 OR
Card Number: Enter the primary cardholder's MBI card number

Section 3
User ID: Create a user id (min 4 char/max 20 char)
****YOUR USER ID IS CASE SENSITIVE**
Password: Create a password (min 7 char/max 20; must include a NUMBER)
****YOUR PASSWORD IS CASE SENSITIVE**
Mother's Maiden Name: Security Field
City of Birth: Enter City of Birth

Section 4
E-mail Address: Enter your E-Mail
Statements sent to e-mail: Choose to have statements sent to E-Mail

Complete Section 1 THROUGH 4.
 Click Save
 You will see a message stating that your account has been created.

TO VIEW THE BENEFITS PAYMENT SYSTEM WEBSITE, MINIMIZE THIS WINDOW.

