


# NBS Web Portal

## How Do I Access My Online Account?

Registering for and logging into your account online is easy. Just follow the instructions

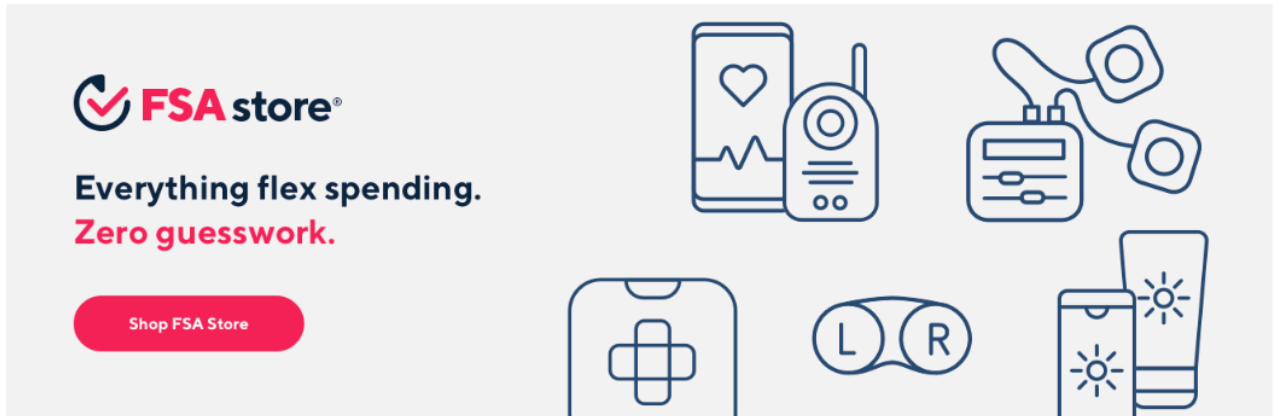
### 1 Go to the website


- ▶ Using your Internet browser, navigate to: <http://mynbsbenefits.com>
- ▶ Click "Register" on the home page on upper right side of homepage.

 855-399-3035  
service@mynbsbenefits.com Homepage

 SIGN IN  REGISTER

*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."***



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The banner features several icons representing health and wellness products: a smartphone with a heart and pulse line, a mobile phone, a hand holding a bandage, a first aid kit, a pill bottle, a pair of glasses, and a tube of sunscreen.

## 2 Complete the required fields of the registration form

- ▶ Enter first name, last name, and zip code.
- ▶ If you have not received a debit card, you do not need to check the box. If you have received a debit card, check the box, and enter your NBS Smart Card number in the box.



You are on step 1 of 6

Let's get you registered - please provide the information below.

First Name \*

Last Name \*

Zip Code \*



Check this box if you received a debit card for your benefit account.



You are on step 1 of 6

Let's get you registered - please provide the information below.

First Name \*

Last Name \*

Zip Code \*

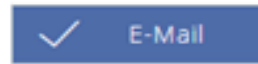
Check this box if you received a debit card for your benefit account.

- ▶ Start entering your employer name and then select the correct employer from the drop-down menu. Then enter your social security number for employee ID.

### 3 Verification code

- ▶ Select your verification method.

Send code to email: t\*\*\*\*\*ail@nbsbenefits.com



Send code via text: \*\*\*-\*\*\*-1111



- ▶ Enter the verification code you received by either email or text.

\*\*\*-\*\*\*-3825

Enter the verification code that you received via SMS below:

876058

[Resend verification code](#)

### 4 Create a user name and password

- ▶ Create a user name and password with requirements.

STEP 1 > STEP 2 > **STEP 3** > STEP 4 > STEP 5 > STEP 6

You are on step 3 of 6

Create a user name, email and password for your account.

User Name *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Password Strength	
Confirm Password *	<input type="password"/>

#### Password validation

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