

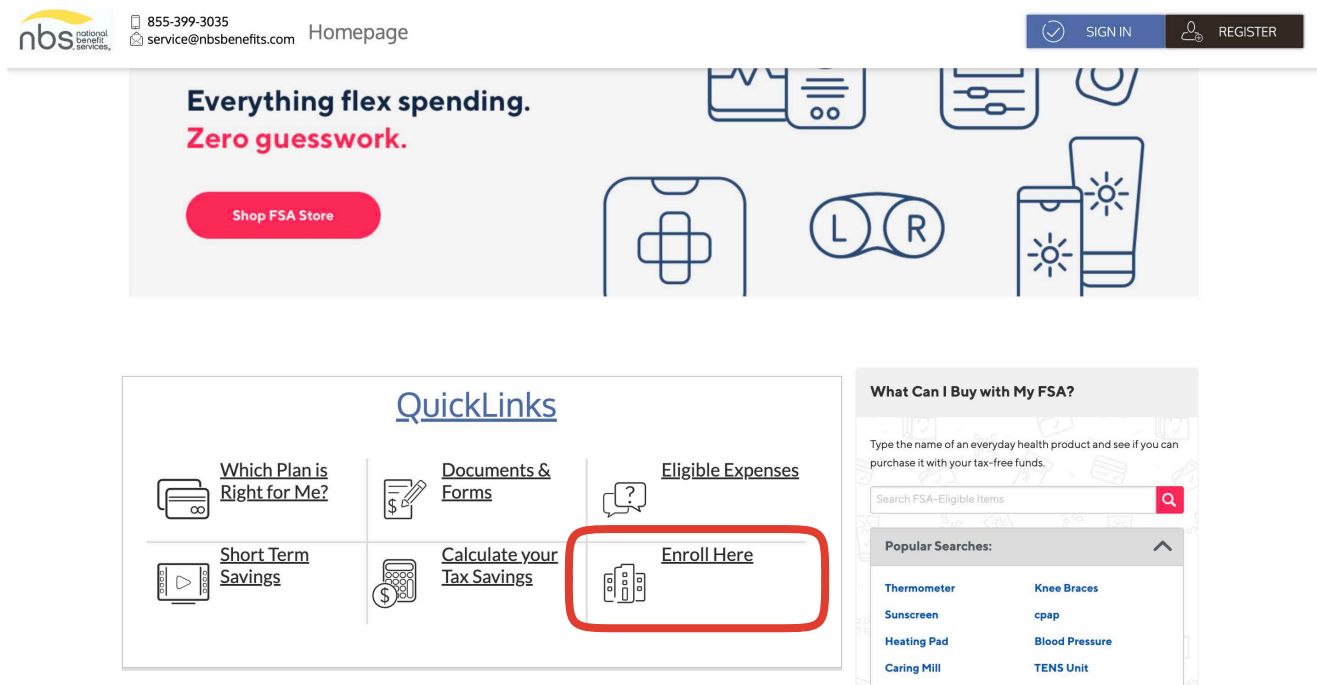
NBS Web Portal

How do I enroll in my benefits online?

Registering and enrolling online is easy. Just follow the instructions below.

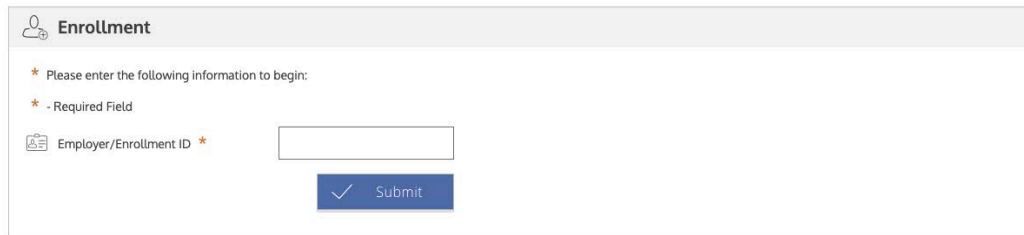
1 Get to the website

- ▶ Using your Internet browser, navigate to: mynbsbenefits.com
- ▶ Scroll to the bottom and Click “Enroll Here” in the quick links at the bottom of the home page (highlighted in red below).



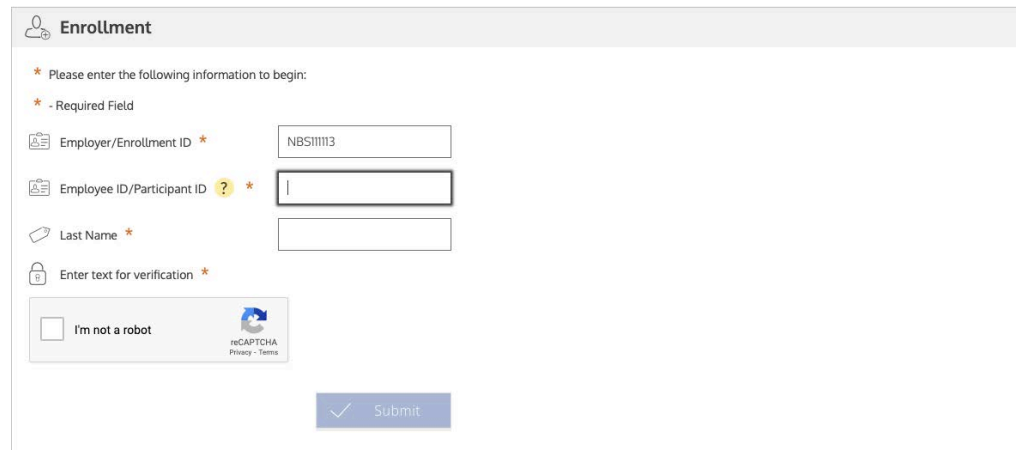
2 Enter Enrollment ID and Participant ID

- ▶ Employer/Enrollment ID: This will be **NBS** followed by a six-digit code you can get from your HR department.
- ▶ Employee ID/Participant ID: Use your **social security number**
- ▶ Enter your **Last Name**
- ▶ Enter the text shown on the screen for verification
- ▶ Click "Submit"



The screenshot shows the 'Enrollment' form with the following content:

- Header: Enrollment
- Text: * Please enter the following information to begin:
- Text: * - Required Field
- Field: Employer/Enrollment ID * (empty)
- Button: Submit



The screenshot shows the 'Enrollment' form with the following content:

- Header: Enrollment
- Text: * Please enter the following information to begin:
- Text: * - Required Field
- Field: Employer/Enrollment ID * (NBS11113)
- Field: Employee ID/Participant ID ? * (empty)
- Field: Last Name * (empty)
- Field: Enter text for verification * (empty)
- Form: I'm not a robot (checkbox) and reCAPTCHA
- Button: Submit

3 Select your benefits

- ▶ Select the account you would like to enroll in by clicking "Enroll"

Online Enrollment

Welcome to online enrollment for your benefit plans with National Benefit Services. Your online enrollment schedule is listed below. If you need assistance or have any questions, please contact our service center at 1-800-274-0503, menu option 2.

Flexible Spending Account 2025 Flexible Spending Account <i>New</i>	<input type="button" value="Enroll"/>
	<input type="button" value="Waive"/>
Enrollment Dates Dec 17, 2024 - Dec 31, 2024	Annual Election Amount \$0.00

4

Enter demographic and election information

▶ Enter your demographic information then click "Next" (Sections marked with an (*) are required fields)

FSA Online Enrollment

STEP 1 > STEP 2 > STEP 3

You are on step 1 of 3

If you are new to the plan, you will need to enter your demographic information before making any benefit elections. If you are returning to the plan, please take a moment to verify/update your information.

Fields marked with an (*) are required.

A few notes to keep in mind:

- Your Social Security Number will become your Employee ID, which NBS will use to administer your account. Please make sure it is accurate to avoid processing errors.
- Your NBS Benefits Cards will be mailed to the address you enter. If you enter an alternate mailing address, they will be mailed there.
- Your privacy is important to us. NBS will never sell or share your contact information with anyone. We request your phone number and email so we can contact you with important information regarding your benefits.
- You have until the end of your open enrollment period to make any changes in this enrollment portal.

General Info

First Name *	<input type="text"/>	Phone *	<input type="text"/>
Last Name *	<input type="text"/>	Email *	<input type="text"/>
Date of Birth *	<input type="text"/>	Re-Enter Email *	<input type="text"/>
SSN *	<input type="text"/>		

Address

Home Address* ?	Mailing Address
Address 1 *	Same as home address <input checked="" type="checkbox"/>
Address 2	
City *	
State *	Utah <input type="text"/>
ZIP *	<input type="text"/>
Country *	US <input type="text"/>

Add a Dependent

Please click here to add dependents to your account. While you are not required to enter dependents, doing so will allow you to enter claims specific to those covered by your benefits. Keep in mind that once open enrollment ends, you will have to contact NBS to add dependents to your account(s). If you enter dependent info, you may leave the dependent ID as the auto-populated number. Entering dependents here will not generate a benefit card order for them. Please do not order cards for dependents until after you have completed the enrollment process.

[Add Dependent](#)

NOTE: If you are opening a Health Savings Account, you must enter dependent's social security number and date of birth in order to link the dependent to the Health Savings Account and order a dependent card for the account.

Cancel Save For Later Next

4

Enter demographic and election information

- ▶ Enter your election amount in the "Annual Election" field, check that you agree to the terms and click "Next"

Account Details	
Plan ID	FSA
Plan Description	Flexible Spending Account
Plan Start Date	01/01/2025
Plan End Date	12/31/2025
Election	<input type="text" value="0.00"/>

* Annual election can be from \$0.00 - \$3,300.00

If you use the benefits card, you are required to keep all receipts for purchases made with the card. You may be required to submit receipts for adjudication of transactions made on the card. Any use of the card for ineligible purchases will require you to refund the amount of those purchases back to the plan.

Once your open enrollment period has ended, your Flexible Spending Account election is set for the entirety of the plan year and cannot be changed unless you or your dependent experiences a qualifying life event (birth, adoption, death, marriage, divorce, etc.). By clicking "I agree to the preceding terms" you hereby authorize the transfer of all information entered herein through National Benefit Services to Alegeus Technologies, grant administrative access of all entered information to Alegeus, agree to the payroll deductions necessary to fund your benefit, and accept all terms and conditions regarding this benefit as dictated in the cafeteria plan document.

I agree to the preceding terms. *

- ▶ After you have completed the election and reviewed your information for accuracy accept the participation agreement, enter your name to sign electronically and click on "Submit Application"
- ▶ Congratulations! You have completed your enrollment

If you have questions, please call
855-399-3035