

## FSA Debit Card Log-In Instructions

### Logging in to the Debit Card site to look up your account information easy!

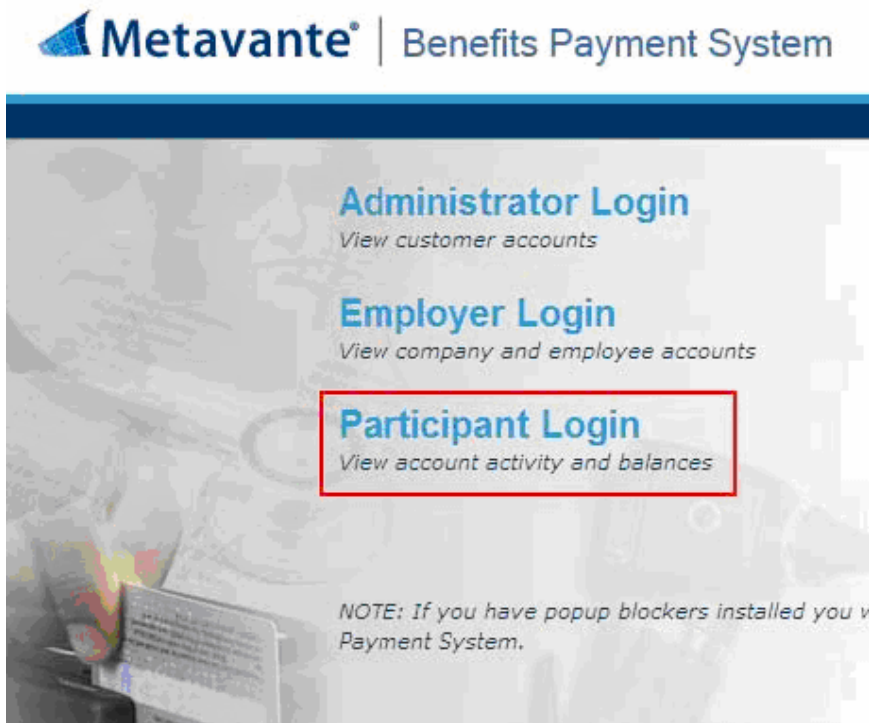
To access your information, go to

[www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com)

You will be able to set up your account access and start viewing your account. You may want to have your card number available, see the picture at right.



When you log on to [www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com), click on **Participant Login.**



Clicking on **Participant Login** will bring up the Login screen. If you have logged on before and have already created a User ID and Password, you can use that to log in. Otherwise, click on **Create Account.**

Note: If your browser blocks pop up windows you may need to turn off the pop up blocker to use the BPS site.

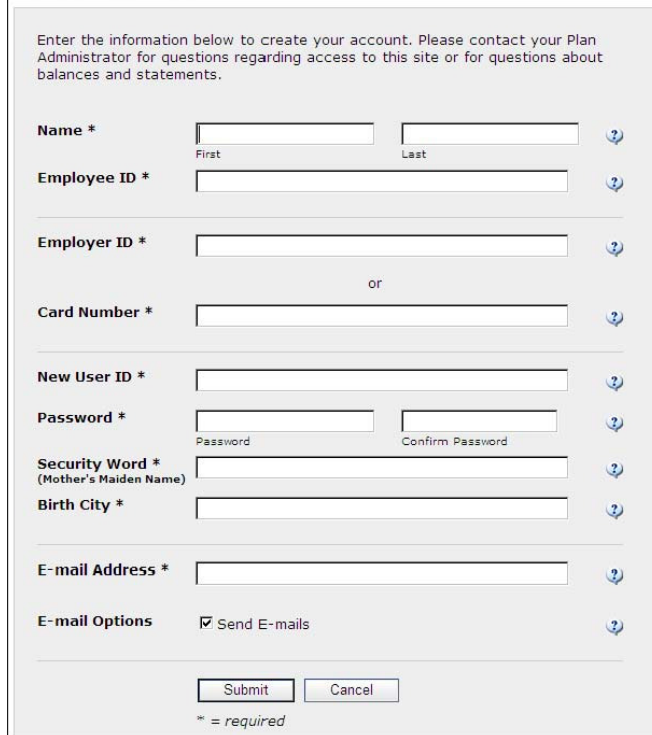
If you have not logged in before you must create a User ID and Password. After clicking on **Create Account**, complete the information requested.

Welcome, please login or create an account below.



The image shows a login form titled "Login to your secure account". It contains two input fields: "User ID:" and "Password:". Below these fields is a "Login" button. At the bottom of the form, there are two links: "Forgot Password" and "Create Account". The "Create Account" link is circled in blue.

**Account Creation**  
Create a new user account.



The image shows an "Account Creation" form. It contains the following fields and options:

- Name \***: Two input fields for "First" and "Last" names.
- Employee ID \***: One input field.
- Employer ID \***: One input field.
- Card Number \***: One input field.
- New User ID \***: One input field.
- Password \***: Two input fields for "Password" and "Confirm Password".
- Security Word \* (Mother's Maiden Name)**: One input field.
- Birth City \***: One input field.
- E-mail Address \***: One input field.
- E-mail Options**: A checkbox labeled "Send E-mails" which is checked.

At the bottom of the form are "Submit" and "Cancel" buttons. A note at the bottom left states "\* = required".

Enter your name and Employee ID which is your Social Security Number.

Enter Employer ID or your Card Number

Create your own New User ID and Password.  
\*Enter a Security Word and your Birth City so you can retrieve your password if you forget it

Add your email address and click the check box to receive reminders and account balance statements via email. You will not receive any junk mail.

Click on **Submit** and you will be brought back to the Login screen where you can enter your new User ID and Password to enter the BPS site.

Note: **User ID** is case sensitive  
**Password** is case sensitive, must include at least one number and one letter, and must be at least 7 characters