

Benefits Connection Website Login Instructions

Employees who are enrolled in a tax advantaged spending program such as a flexible spending account (FSA), or a Dependent Care Assistance Program (DCAP) may access their accounts online by going to www.mybenefitspeople.com and clicking **FSA login in the top right corner**. Below are the instructions for accessing your account.

You will be directed to www.wealthcareadmin.com; this is the correct website.

Click on Participant Login and you will be taken Participant Portal. Please note that you may need to disable your pop up blocker to access the website. This is a secure website.

Click on Create Account.

Enter your first and last name on the top line; then enter your employee ID number on the second line (**For CMCSS participants, this is your 5 digit munis id number**) This number is found in the upper left hand corner of your paystub.

Create a New User ID. If the user ID your requested is taken, the system will let you know.

Create a New Password. Passwords must contain three of the four following: upper case letters, lower case letters, numbers, and/or special symbols. For example: Welcome1\$ would meet the criteria for an acceptable password.

Enter a Security Word.

Enter your e-mail address, then click submit.

You may then login with your new user ID and password.

To access your account balance, please click the Balance Summary Link on the left listed under My Accounts.

If you would like to submit a claim for reimbursement, please click the link labeled Request Reimbursement listed under My Accounts, then click Add New. You will then be instructed to enter a service start and end date, a claim amount, your provider's name, and the account type for which you are submitted a claim. If your receipt is available on your computer, you may also upload your receipt through this portal by clicking Browse, then choosing the receipt file on your computer. You may enter any notes you like, then click submit. Follow this process until you have submitted all claims for which you seek reimbursement. You will then be asked to certify that your expenses are considered valid and that the expenses are not being reimbursed under any other plan.

If you have received a receipt request for reimbursement, and you would prefer to submit your documentation online rather than via fax, email or mail, you may also do so through our web portal. To do this, please click the link labeled View Claims Pending, then under the View menu, choose card transactions. This will pull up any card transactions that require a receipt. All transactions are listed in date order from the most recent to the oldest. Find the transaction you would like to submit documentation for, and click the Upload button on your right. A box will pop up for you to locate, then submit your documentation online.

If you have any questions about how the site works, please contact Benefits Connection by calling 877-384-7539 Monday- Friday between 8AM and 5PM CDT or by sending an email to Flex@mybenefitspeople.com