

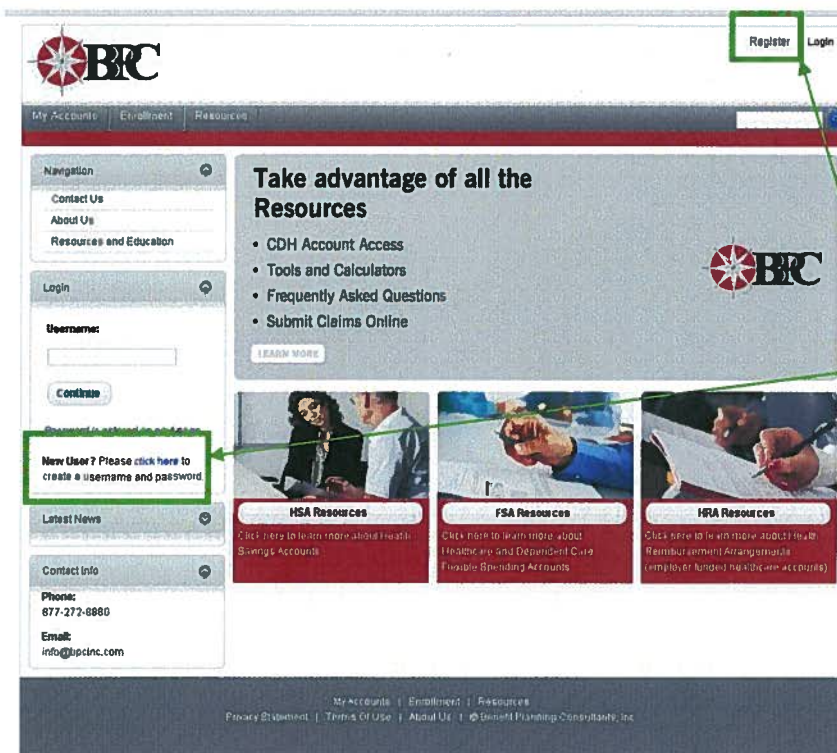


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## WealthCare Portal Registration Instructions

When you access your account online, you will be able to view your transactions, submit online requests for reimbursement, upload Benefit Card documentation, and have access to other tools and useful resources. Before you can access your account you must begin by identifying yourself through the registration process. Registration will allow you to assign a unique username and password, select a personalized security image and phrase, and answer four personal questions for security.



The first step to process your registration is to click on the Register link located at the top right corner of the WealthCare Portal or you may click on the New User option located username box.

Clicking on one of these links will take you to a new page where you will be given important instructions for registration, including the specific requirements for your username and password.

The large blue box will provide you with your registration instructions. To ensure a successful registration, please take a moment to familiarize yourself with the requirements.

Indicates required fields

User Name: [ ]

Password: [ ]

Confirm Password: [ ]

First Name: [ ]

Last Name: [ ]

Employee ID: [ ]

Registration ID: [ ]

Accept Terms of Use  View Terms of Use

Register Cancel

You will need to know either your Employee ID, which is typically your Social Security Number (no dashes), and your Employer ID or Benefit Card number.

If you do not have a Benefit Card your Employer ID can be found on your client specific BPC web page or you may call BPC for this information.

After you successfully assign your username, password, and identify yourself you will be taken to the 3-step Secure Authentication Setup.

Please read this information carefully and click "Begin Setup Now" when you are ready.

**Benefit Planning Consultants, Inc. Sign In**  
Secure Authentication Setup

To protect your privacy, *Benefit Planning Consultants, Inc.* implements Secure Authentication. Setup is easy and only takes a few minutes. Here is what to expect:

- **Step 1 – Select a picture and personal phrase.** These visual cues are displayed when you sign on and are your assurance that it is safe to enter your access information
- **Step 2 – Provide answers to challenge questions.** These questions may be asked during the sign on process to confirm that an authorized individual can access account information online.
- **Step 3 – Additional Authentication.** In order to protect you personal information, additional authentication procedures may be required

Click **Begin Setup Now** to start. This process takes only a few minutes to complete and is vital in our efforts to prevent fraudulent activity

**Begin Setup Now**

Your privacy is our priority.

We will maintain the confidentiality of your personal information in accordance with our privacy policy

### Step 1 – Select a security image and personal phrase.

You will need to assign a personal phrase to your security image before you can continue setup.

If you do not like the default security image you can change the category to select a different photo.

### Passphrase and Security Image

Secure Authentication Setup [FAQs](#)

**Step 1 – Select a picture and personal phrase**

Please select a picture and passphrase. These visual cues are displayed when you sign on and are your assurance that it is safe to enter your access information. You can use the default picture next to your personal phrase, or choose a different picture. Please be sure to enter a personal phrase before clicking **Continue Setup**.

Enter a personal phrase:  
Pineapple Upside Down Cake  
Your personal phrase will always appear alongside your picture when you sign on. A phrase can be up to 40 characters long.

**Continue Setup**

You may select a different picture by clicking on the picture you wish to use.

You can browse through additional pictures by category. Simply select the category and click **Browse**.

Category: **Select a Category** **Browse**

**Need To Cancel?** We encourage you to complete the authentication setup now. If you cancel setup, you'll need to start from the beginning the next time you login.

Select Continue Setup

### Setup Security Questions and Answers

Secure Authentication Setup [FAQs](#)

**Step 2 – Provide answers to challenge questions.**

Please use the following drop-down lists to choose four questions which are relevant to you, and then enter answers to those questions. These questions may be asked during the sign on process to confirm that an authorized individual can access account information online. When you are done, click **Continue Setup**.

**Note:** We recommend you provide answers which you can easily remember. For best results, do not enter made-up or fake answers, and avoid answers with tricky spelling or punctuation.

Question: What color was your first car?   
Answer: Red

Question: What is your Zodiac sign?   
Answer: Cancer

Question: In what month is your mother's birthday? (spell out)   
Answer: January

Question: What is your father's Zodiac sign?   
Answer: Libra

**Continue Setup**

### Step 2 – Setup security questions and answers.

Use the drop-down to change each security question to one of your preference.

In the box below you will specify your answer.

Select Continue Setup

### Step 3 – Verify your information.

The final authentication step of the registration process is to verify all of your information is correct. At this time you can change any of the information already entered, including your password. Once this is complete you will have full access to your account.

**Please Note:** BPC cannot access your password. Please be sure to document your username and password for future reference.