

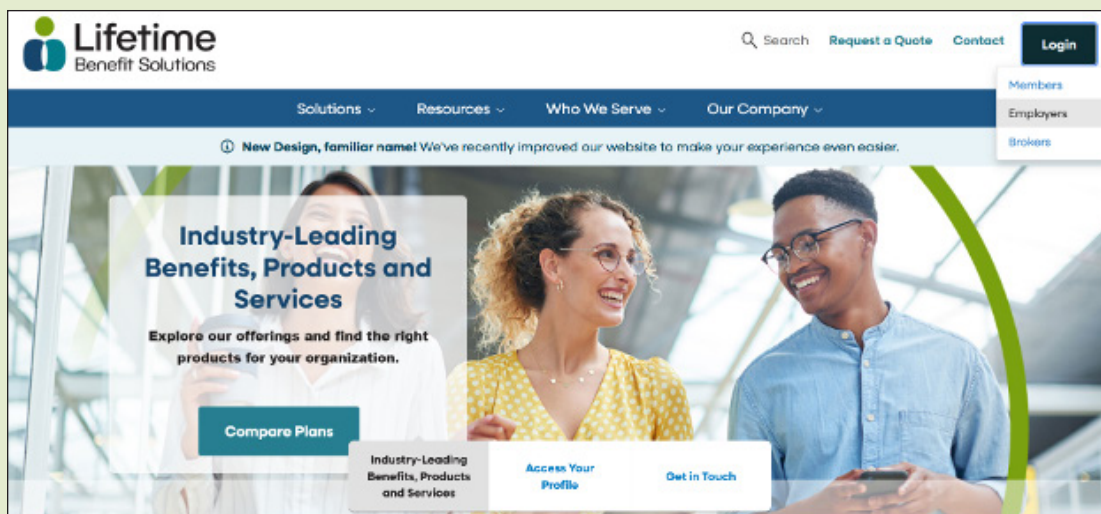
How to log into the Employer Reimbursement Accounts Portal as a New User



Register your account in the Lifetime Benefit Solutions Employer Portal by following the steps below.

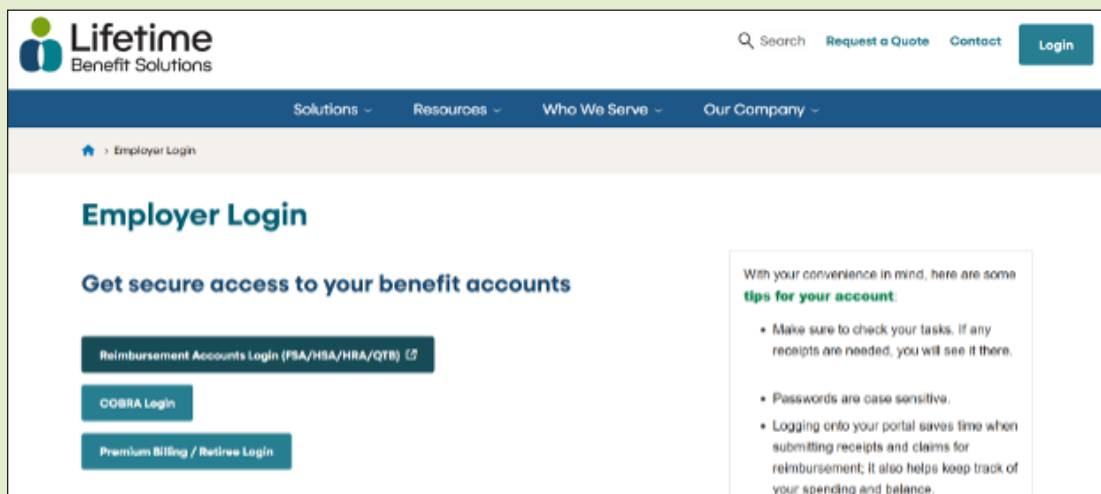
1

Click on the Login drop down and choose “**Employers.**”



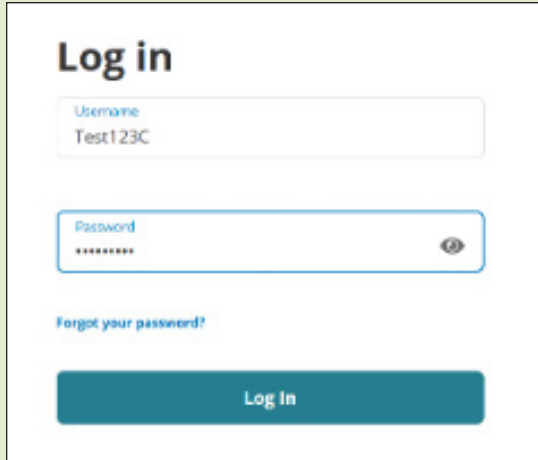
2

Choose “**Employer Reimbursement Accounts Login**” and that will display the Employer Portal Login Page.



3

On the login page, you can begin the sign in process by entering the username and password that were provided to you.

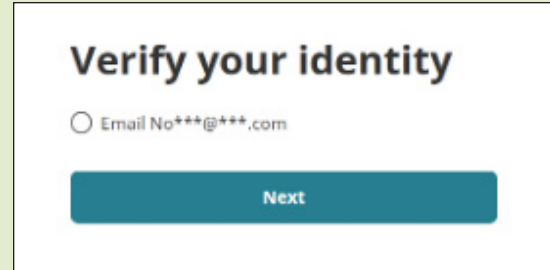


The screenshot shows a login form with the following elements:

- Log in** (Section Header)
- Username** field: Test123C
- Password** field: masked with asterisks and an eye icon
- [Forgot your password?](#) (Link)
- Log In** (Submit Button)

4

You will be required to verify your identity. **A valid e-mail address is required for this verification step.**

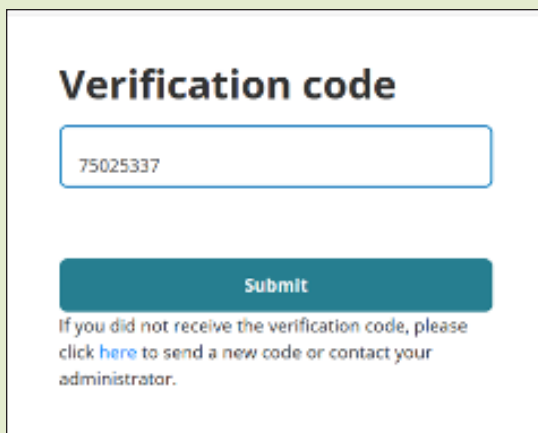


The screenshot shows a verification page with the following elements:

- Verify your identity** (Section Header)
- Email No***@***.com
- Next** (Submit Button)

5

Populate the verification code that was received via e-mail and click submit.

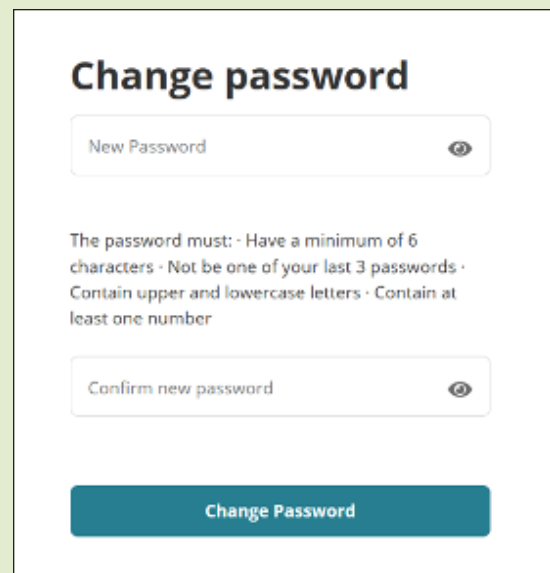


The screenshot shows a verification code page with the following elements:

- Verification code** (Section Header)
- Input field: 75025337
- Submit** (Submit Button)
- If you did not receive the verification code, please click [here](#) to send a new code or contact your administrator.

6

Populate a new password and click change password.

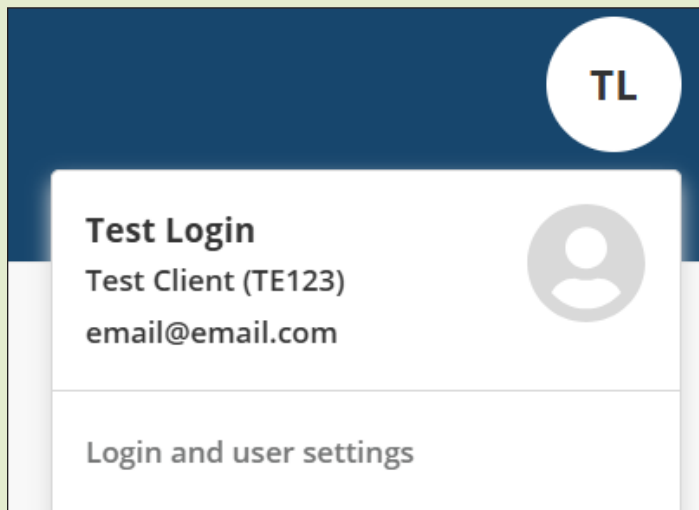


The screenshot shows a change password page with the following elements:

- Change password** (Section Header)
- New Password** field: masked with asterisks and an eye icon
- The password must: - Have a minimum of 6 characters - Not be one of your last 3 passwords - Contain upper and lowercase letters - Contain at least one number
- Confirm new password** field: masked with asterisks and an eye icon
- Change Password** (Submit Button)

7

You will now be logged into the portal. Once logged in you will be able to update your mobile phone number by clicking on the initials in the upper right corner. There you will choose Login and User Settings.



8

Populate the mobile phone number and carrier then click save.

User information

Contact information

Name Test Login	Mobile phone number (555) 555-5555
Email address email@email.com	Phone carrier Nextel