First Time User Guide

To begin, go to www.mybenefitwallet.com and select “First Time User” to create a User ID.
The E-Registration screen will be presented to new HSA account holders and first time web users. Enter the data requested on the screen to create your User ID and Submit when complete. (Social Security Number, Date of Birth and Zip Code entered must match account records). **Please make sure to include a valid email address that you will be able to access.**
The E-Registration Confirmation will now be presented. To continue to your account, click “Log In”.

Enter your User Id and select “Login”.
As an added level of security, each computer that you use to access your HSA needs to be “remembered.” The first time you access your account from a new computer you may be prompted to provide a Security Code, PIN or question responses. The Security Code will be sent to the email address that you provided through the First Timer User screen (if you do not receive this screen continue to the password screen).

You can now enter your password, trust/untrust your PC and select “Submit”. Your default password is your Social Security Number (9 digits; no hyphens). You will be prompted to change the default password on the next screen.
Change your password and select “Submit” to continue. Passwords must be 8-25 characters in length, contain at least 1 number, 1 uppercase and 1 lowercase character.

You will receive a password change confirmation. Select “Continue”.

Review the Terms and Conditions for accessing the website. Scroll down and select “Agree” to continue.
To open your HSA, follow these 4 steps.

**STEP 1**

Review the eligibility requirements for opening an HSA and select “Next” to continue.
Step 2
Review your account information. Make any necessary updates or confirm the information on file is accurate. Select “Submit” to continue.
Step 3
Review the HSA disclosures and agreements. By selecting “Agree” you will provide your electronic signature to open your HSA.
Step 4
After agreeing, you will receive a confirmation page. Select “Go to BenefitWallet” to access your HSA.

You will now be on the Home Page for your account with BenefitWallet.