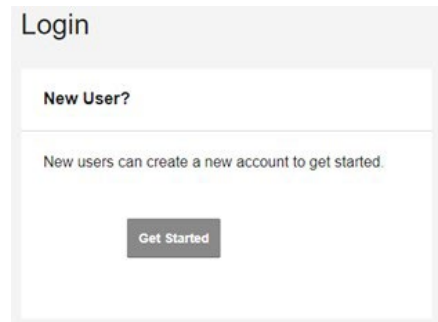


isolved Benefit Services provides all Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) participants with an online portal that provides anytime access to view and manage account information. To access the website and view account information, follow these step-by-step instructions to login the first time.

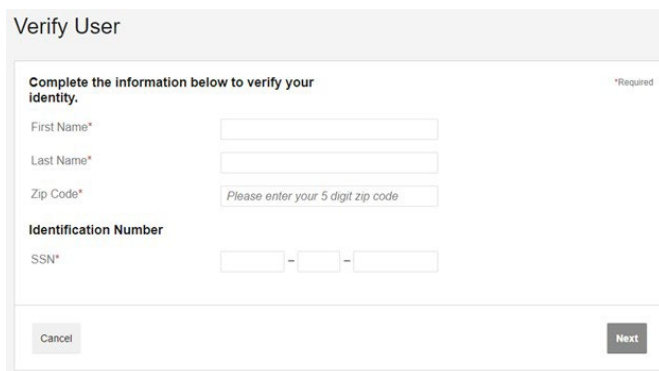
Navigate to the [isolved Benefit Services login page](#).

For security purposes, it is important for you to login to setup your Username and Password. isolved Benefit Services provides you with a 120-day timeframe to access your account to assist with the security of your account. If you access your account after the 120-day timeframe, you will need to contact isolved Benefit Services to receive a temporary password.

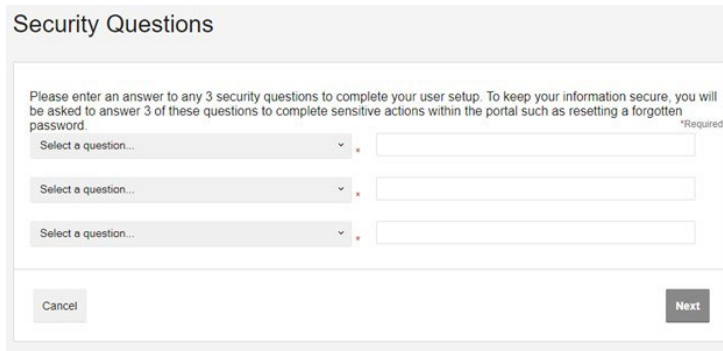
1. Under New User, Click on "**Get Started**"
2. You will be prompted to enter in your first and last name, zip code and your social security number.



The screenshot shows a 'Login' page with a 'New User?' section. Below the heading, it says 'New users can create a new account to get started.' and there is a 'Get Started' button.



The screenshot shows a 'Verify User' form. It asks to 'Complete the information below to verify your identity.' with fields for First Name\*, Last Name\*, Zip Code\* (with a note 'Please enter your 5 digit zip code'), and Identification Number (SSN\*). There are 'Cancel' and 'Next' buttons at the bottom.



The screenshot shows a 'Security Questions' form. It asks to 'Please enter an answer to any 3 security questions to complete your user setup. To keep your information secure, you will be asked to answer 3 of these questions to complete sensitive actions within the portal such as resetting a forgotten password.' There are three dropdown menus labeled 'Select a question...' and three corresponding text input fields. There are 'Cancel' and 'Next' buttons at the bottom.

3. You will be prompted to answer security questions when you login and change your username and password. (You will only be asked these questions upon logging in to the website the first time.) Answers to security questions are case sensitive.

## 4. Set up your Username and new Password

### Create Username and Password

\*Required

Username\*   
Your username may contain alphanumeric characters and any of the following special characters: period (.), at sign (@), underscore (\_), and dash (-).

Password\*   
The password must: Have a minimum of 10 characters - Not be one of your last 5 passwords - Contain upper and lowercase letters - Contain at least one number

Confirm Password\*

**A few reminders: strong passwords are very important part of your account remaining secure; use a different password for each of your online accounts; do not use people's names or special dates as passwords; mis it up with upper- and lower- case letters, numbers and special symbols.**

Your username may contain alphanumeric characters and any of these special characters: period (.), at sign (@), underscore (\_) and dash (-).

Your password must have a minimum of six characters, not be one of your last three passwords, contain at least one upper and lowercase letter, contain at least one number and at least one special symbol (-+=!@#\$\$%^&\* \_).

The Participant Online Portal enables you to:

- File a claim online
- Upload receipts
- View up-to-minute account balances
- View account activity, claim history and payment (reimbursement) history
- Update personal profile information
- Change login ID and/or password
- Download plan information, forms and notifications

Remember, you can **go mobile** by using your smart phone to access:

- FSA account balances
- Submit claims for reimbursement
- Send receipts using a mobile device's camera
- Configure alerts via text message

Easily check information now using an iPhone, iPod Touch, iPad or Android-powered device.