

On-Line Account Set Up for Flexible Spending Accounts

1. Go to www.benefitspaymentsystem.com.
2. Click on Participant Login.
3. In the grey box under the word Login and to the right, click on Create Account.
4. Enter you first and last name where indicated.
5. Employee ID-this is the number on your medical benefits card or your social security number-(it depends on when your account was set up)-if one number fails to work then try the other number.
6. Employer ID-you will enter PPCXXX(X=your group number)-if you would like to enter your card number instead it will be the number on your flexible benefits Mastercard w/out any dashes.
7. New User ID-this is where you create your user id to log in with (Must be between 6 and 8 characters).
8. Password-your password must contain at least one letter and one number and no special characters (\$,#,etc.) Your password is also case sensitive. (Must be exactly 8 characters).
9. Next enter a security word.
10. Enter your birth city.
11. You have the option of entering your email address if you would like to have email alerts sent to you concerning receipt notifications. You will still receive these notifications via mail if you do enter an email address.
12. Click Submit.