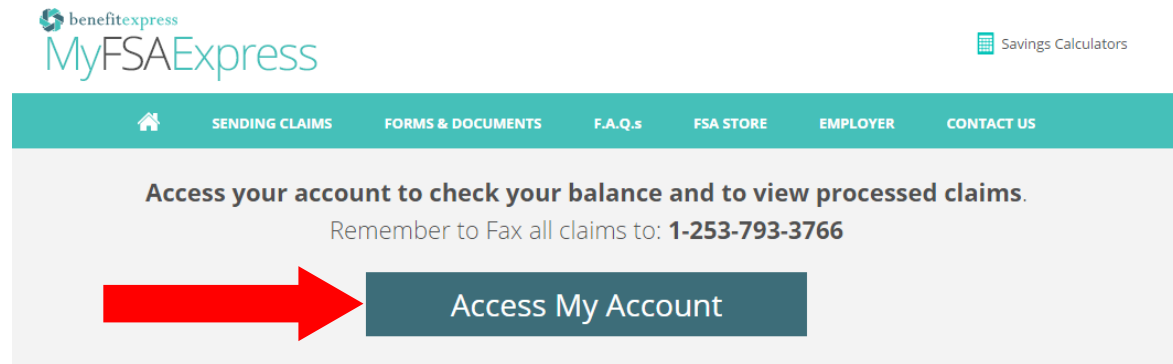


Step 1:

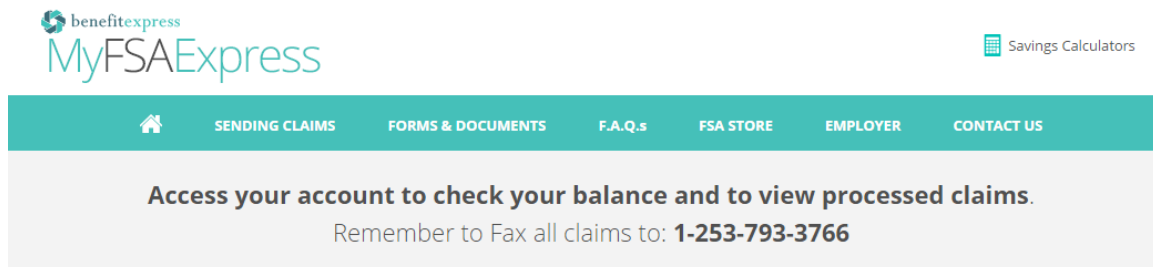
Click on the **Access My Account** button that is on any of the pages of myfsaexpress.com.

Note: if you click on the Access My Account button on the HOME page, please skip to Step 3.



Step 2:

You will then be directed to the screen shown below. Click the "Access My Account" button.



Account Access

If you have previously registered for an account, click the "Access My Account" button below:

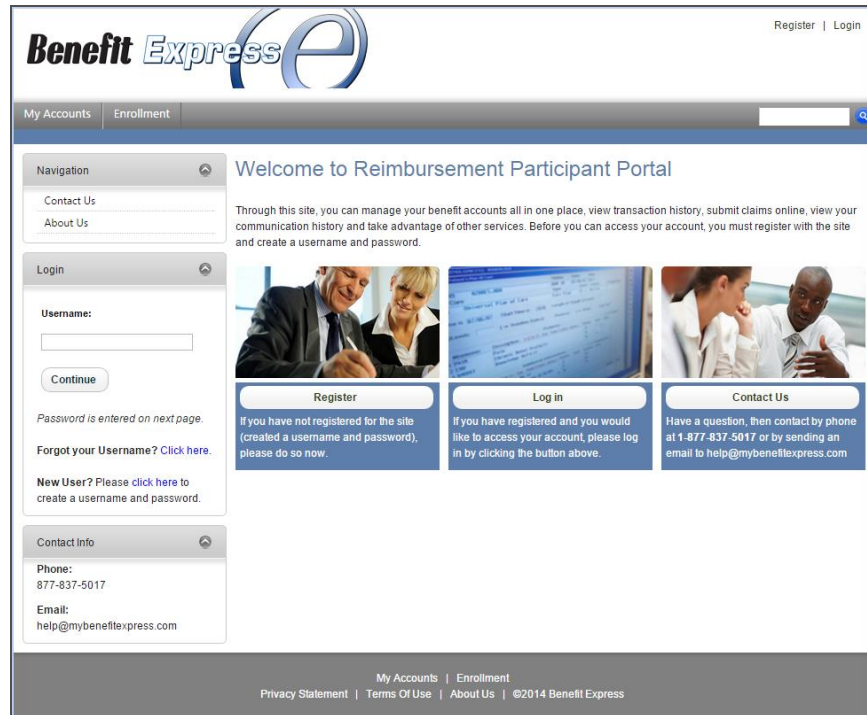


If you *have not* previously registered for an account, click the "View Login Instructions" button below. Click the "Find Employer ID Here" button if you don't know your Employer ID.



Step 3:

After you click on the “Access My Account” button, you will then be directed to the screen shown below. Enter your **Username**, click "Continue" and then enter your **Password**. If this is your first time accessing your account, click the “Register” button and continue to Step 4.



The screenshot shows the Benefit Express Reimbursement Participant Portal. At the top left is the Benefit Express logo. In the top right corner, there are links for "Register" and "Login". Below the logo is a navigation bar with "My Accounts" and "Enrollment" tabs. The main content area is titled "Welcome to Reimbursement Participant Portal" and includes a welcome message: "Through this site, you can manage your benefit accounts all in one place, view transaction history, submit claims online, view your communication history and take advantage of other services. Before you can access your account, you must register with the site and create a username and password." There are three columns of content: 1) A "Login" section with a "Username:" label, an input field, a "Continue" button, and links for "Forgot your Username? Click here." and "New User? Please click here to create a username and password." 2) A "Register" button with a description: "If you have not registered for the site (created a username and password), please do so now." 3) A "Log in" button with a description: "If you have registered and you would like to access your account, please log in by clicking the button above." To the right of these buttons is a "Contact Us" button with a description: "Have a question, then contact by phone at 1-877-837-5017 or by sending an email to help@mybenefitexpress.com". At the bottom of the page, there are links for "My Accounts", "Enrollment", "Privacy Statement", "Terms Of Use", "About Us", and "©2014 Benefit Express".

Step 4:

Here you will be asked to enter your personal information and create a **Username** and **Password** to access the site in the future. If you are unaware of your **Employer ID**, please click on the “Find Employer ID Here” button on the Home page of myfaexpress.com or from the screenshot in Step 2.

Step 5:

After entering the information above you will be prompted to create security questions and confirm the information you entered is correct. Once you complete the registration you will be able to view your account.

For additional questions, please call: The benefitexpress Service Center at: **1.877.837.5017** or email us at HELP@mybenefitexpress.com.