

First Time Login

# NBS Web Portal



## How Do I Access My Online Account?

Registering for and logging into your account online is easy. Just follow the instructions below.

### 1 Get to the website

- ▶ Using your Internet browser, navigate to: <http://my.nbsbenefits.com>
- ▶ Click "Register" in one of the two locations on the home page. (Highlighted in red below.)

**nbs** national benefit services

Home My Accounts Enrollment Prior Accounts Resources Search

Navigation  
Contact Us  
About Us

Login  
Username:  
Continue  
Password is entered on next page  
Forgot your Username? [Click here](#)

**New User?** Please click here to create a username and password

Contact Info  
Phone: 1-855-399-3035  
Email: [service@nbsbenefits.com](mailto:service@nbsbenefits.com)

Welcome to the NBS Benefits Portal

### Take advantage of all the Resources

- 24/7 Account Access
- Tools and Calculators
- Frequently Asked Questions
- Submit Claims Online
- NBS Mobile App

**HRA Resources**  
Click here to learn more about Health Reimbursement Arrangements (employer funded healthcare accounts).

**FSA Resources**  
Click here to learn more about Healthcare and Dependent Care Flexible Spending Accounts

**HSA Resources**  
Click here to learn more about Health Savings Accounts

## 2 Complete the required fields of the registration form

- ▶ Username and password
- ▶ Personal information - name and email address
- ▶ Employee ID: Please enter your **Social Security Number**
- ▶ Employer ID OR NBS Benefits Card Number.
  - Employer ID is a 9 digit code given to you in your welcome email from NBS, or may be obtained through your employer or by contacting NBS at (855) 399-3035
- ▶ Accept the Terms of Use
- ▶ After completing all required fields, click "Register"

The screenshot shows a registration form with the following fields and options:

- User Name: \*
- Password: \*
- Confirm Password: \*
- First Name: \*
- Last Name: \*
- Email Address: \*
- Employee ID: \*
- Registration ID: \*
- Employer ID: \*
- Accept Terms of Use: \*  [View Terms of Use](#)

Buttons: Register, Cancel

**If you have questions,  
please call  
(800) 274-0503**