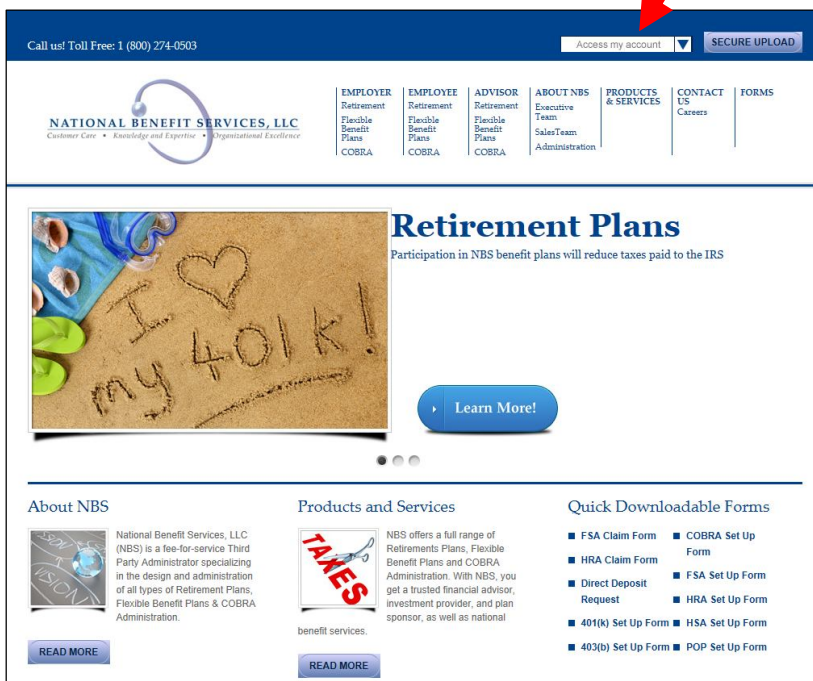


NBS WEB ACCESS AND CLAIM ENTRY

1. Using your internet browser, navigate to: www.nbsbenefits.com.
2. Click on "Access my Account" link on the upper right hand side- then click on "Flexible Benefit Plans"



Call us! Toll Free: 1 (800) 274-0503


Access my account ▼ SECURE UPLOAD

NATIONAL BENEFIT SERVICES, LLC
Customer Care • Knowledge and Expertise • Organizational Excellence

EMPLOYER Retirement Flexible Benefit Plans COBRA	EMPLOYEE Retirement Flexible Benefit Plans COBRA	ADVISOR Retirement Flexible Benefit Plans COBRA	ABOUT NBS Executive Team Sales Team Administration	PRODUCTS & SERVICES	CONTACT US Careers	FORMS
---	---	--	---	---------------------	-----------------------	-------


Retirement Plans

Participation in NBS benefit plans will reduce taxes paid to the IRS



[Learn More!](#)

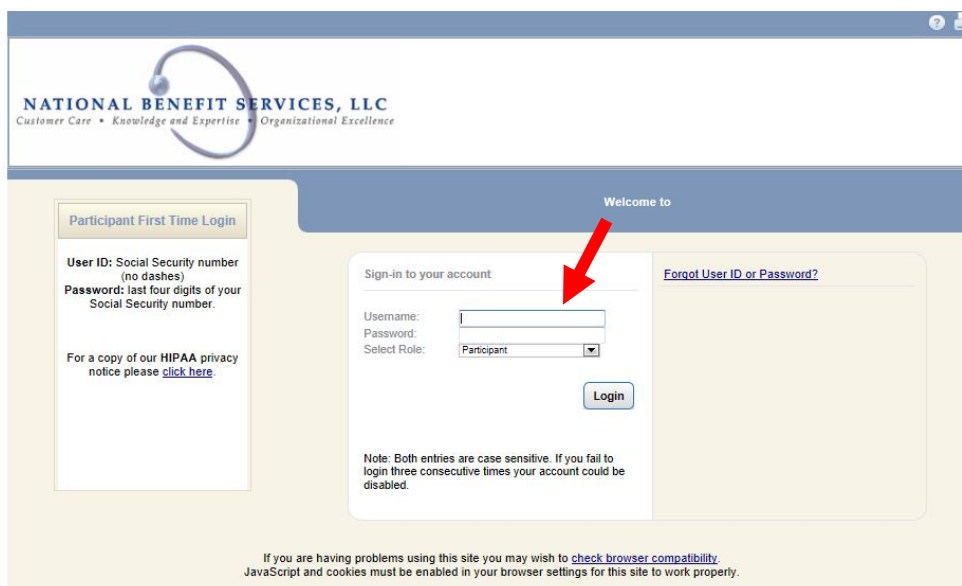
About NBS
National Benefit Services, LLC (NBS) is a fee-for-service Third Party Administrator specializing in the design and administration of all types of Retirement Plans, Flexible Benefit Plans & COBRA Administration.
[READ MORE](#)

Products and Services
 NBS offers a full range of Retirement Plans, Flexible Benefit Plans and COBRA Administration. With NBS, you get a trusted financial advisor, investment provider, and plan sponsor, as well as national benefit services.
[READ MORE](#)

Quick Downloadable Forms

- FSA Claim Form
- HRA Claim Form
- Direct Deposit Request
- 401(k) Set Up Form
- 403(b) Set Up Form
- COBRA Set Up Form
- FSA Set Up Form
- HRA Set Up Form
- HSA Set Up Form
- POP Set Up Form

3. Enter your Login Information or follow the Instructions for a first time user



NATIONAL BENEFIT SERVICES, LLC
Customer Care • Knowledge and Expertise • Organizational Excellence

Welcome to

Participant First Time Login

User ID: Social Security number (no dashes)
Password: last four digits of your Social Security number.

For a copy of our HIPAA privacy notice please [click here](#).

Sign-in to your account

Username:

Password:

Select Role:

[Forgot User ID or Password?](#)

[Login](#)

Note: Both entries are case sensitive. If you fail to login three consecutive times your account could be disabled.

If you are having problems using this site you may wish to [check browser compatibility](#). JavaScript and cookies must be enabled in your browser settings for this site to work properly.



4. Once you are logged in- click on "Claim Entry" under the claims tab

The screenshot shows the user interface of the National Benefit Services, LLC portal. At the top, there is a navigation bar with links for 'Change Plans', 'Log Out', and a help icon. Below this is the company logo and tagline. A main navigation menu includes 'Benefits Summary', 'Summary', 'Claims', 'Payments', 'Transactions', 'Tools', and 'Personal Profile'. The 'Claims' tab is active, and a sub-menu is open, showing 'Claim History' and 'Claim Entry'. A red arrow points to the 'Claim Entry' option. Below the navigation, there are filters for 'Select plan year' (01/01/2013 - 12/31/2013), 'Select benefit' (All), and 'For month' (All Months). There are also date pickers for 'From' and 'To' dates, and a 'Submit' button.

5. Follow the Web Entry Claim Steps 1-3

The screenshot shows the 'Claim Entry - Step 1 of 3' page. At the top, there is a navigation bar with links for 'Change Plans', 'Log Out', and a help icon. Below this is the company logo and tagline. A main navigation menu includes 'Benefits Summary', 'Summary', 'Claims', 'Payments', 'Transactions', 'Tools', and 'Personal Profile'. The 'Claims' tab is active, and the 'Claim Entry' sub-tab is selected. The page title is 'Claim Entry - Step 1 of 3'. A welcome message reads: 'Welcome to the NBS Web Claim Entry Tool! This tool allows you to enter claims for processing by NBS. In order to have your claims paid you must complete all the required "*" items in each of the 3 entry steps. .'. Below this, there are instructions: 'To begin', 'enter a claim and press the 'Add' button. (A claim must be entered for each individual transaction.)', 'Once you have finished adding all of your claims, press the 'Save and Continue' button to move to the next step.', and 'Press 'Cancel' at anytime to clear the list of claims without submitting.'. The 'New Claim Form' section includes a 'Required field' label and several input fields: 'Select benefit' (dropdown menu), 'Person receiving service' (dropdown menu with 'Add Dependent' link), 'Start date of service' and 'End date of service' (date pickers), 'Service provider' (dropdown menu), 'Taxpayer ID' (text field), 'Description' (text field), and 'Amount' (text field). There are 'Reset' and 'Add' buttons. At the bottom, there is an 'IMPORTANT' warning: 'Your claim will not be reviewed for reimbursement until you complete the next step.' and 'Save & Continue' and 'Cancel' buttons.