

# Employee Plans

## Getting started

The Employee Plans Wealthcare Portal can be accessed by visiting the following URL:

- <https://employeeplans.wealthcareportal.com>

## Registration

- **Step 1:** If this is your first time accessing Employee Plans Wealthcare Portal, click the *register* button atop the right corner of the home screen.
- **Step 2:** Complete the registration form (as shown in the image on the lower right).
  - Choose a username & password
  - Enter your demographic information
  - **Your Employee ID is your SSN**

If you already have a benefit debit card, the debit card number can be used in place of the *employer ID* in the *registration ID* field.

Before clicking *register*, be sure to view and accept the terms of use.

- **Step 3:** Click *register*. The process may take a few seconds. Do not click your browser's back button or refresh the page.

## Secure authentication

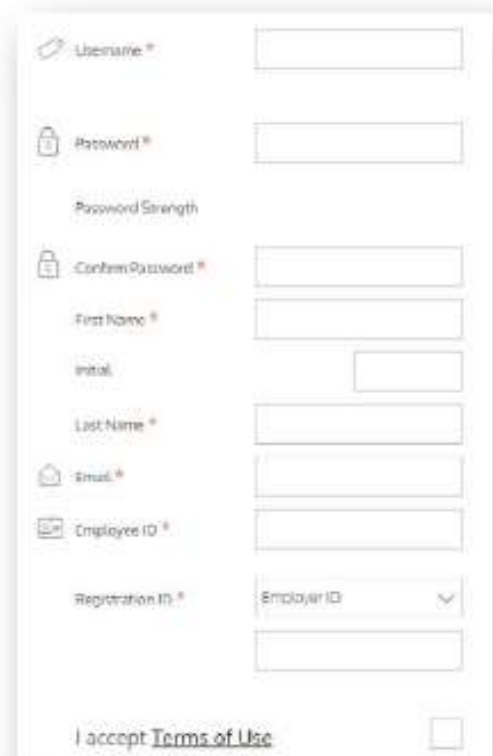
The next phase of registration involves setting up your secure authentication. This important step helps ensure your account is secure and private.

After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process.

- **Step 1.** Select your security questions. From the list, please select four security questions and private your answers. These questions will be randomly asked during subsequent logins to ensure security. When finished, click *next*.
- **Step 2.** Verify your email address.



The screenshot shows the top of the Employee Plans website. At the top right, there is a phone icon with the number 800-964-7444 and an email icon with the address ts@employeeplansllc.com. Below this is a dark grey navigation bar. The main content area has a white background with a lock icon and the text: "We will maintain the confidentiality of your personal information in accordance with our privacy policy." Below this is a "Sign in" heading. There is a "Username" input field with a "Forgot your Username? [Get us help](#)" link below it. A green "SIGN IN" button is present. A light blue informational box states: "To protect your personal information, we collect your password on a separate page." At the bottom, there is a "Don't have an account?" link and a green "REGISTER" button.



The screenshot shows a registration form with the following fields: "Username \*" (text input), "Password \*" (password input), "Password Strength" (text), "Confirm Password \*" (password input), "First Name \*" (text input), "Initial" (text input), "Last Name \*" (text input), "Email \*" (text input), "Employee ID \*" (text input), and "Registration ID \*" (dropdown menu with "Employer ID" selected). At the bottom, there is a checkbox for "I accept [Terms of Use](#)".

## Employee Plans Wealthcare Portal

On the next page, you will be prompted to verify your email. Click *next*.

Register - Secure Authentication

Step 1

First Name: Text

Last Name: Text

Account: Text

Confirm Email:

The email address entered is used for security encryption only. It is not used for resolution purposes.

CANCEL NEXT

- **Step 3. Submit setup information.** On the next page, you'll be asked to verify the information you entered during the secure authentication process. After you've reviewed and confirmed the accuracy of this information, click *submit setup information*.

A confirmation page will display the successful completion of your registration.

### Your first login

Once registered, you will be able to enter your username, answer security questions, and enter your password on all subsequent login attempts.