

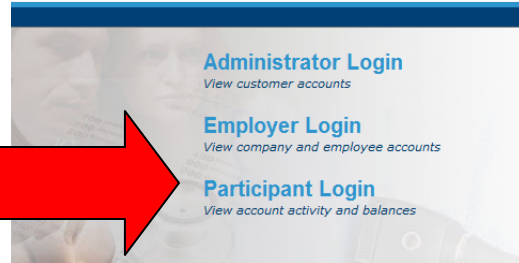


Accessing information about your flexible reimbursement debit card account is quick and easy.

Using Internet Explorer, go to www.benefitspaymentsystem.com

Select "Participant Login".

Metavante® | Benefits Payment System



Login to your secure account

User ID:

Password:

[Forgot Password](#) | [Create Account](#)

Click on "Create Account"

On the Account Creation screen, enter the following information:

- Name**—Your first and last name, please.
- Employee ID**—Your Employee ID is the first two letters of your last name (lower case) and the last four numbers of your Social Security i.e. cu1234)
- Employer ID**— *Skip this box. We don't use it.*
- Card Number**—The number on your card, without the dashes.
- New User ID**—What do you want this system to know you as? This could be any combination of words and numbers. Many people will use something similar to first part of their personal email address.
- Password**—Your password must be 8-20 characters long and contain at least one letter and at least one number.
- Security Word**—You can use your mother's maiden name or any other secret word you can remember. This is used for resetting your password online.
- Birth City**—Where were you born? This is used for resetting your password online.
- Email address**—If your password is reset, where should the system notify you this happens?

Account Creation

Create a new user account.

Enter the information below to create your account. Please contact your Administrator for questions regarding access to this site or for questions about balances and statements.

Name *
First Last

Employee ID *

Employer ID * **Skip this box**
or

Card Number *

New User ID *

Password *
Password Confirm Password

Security Word * (Mother's Maiden Name)

Birth City *

E-mail Address

E-mail Options Send E-mails

* = required

Click here when done

(Continued on next page)

After your account is setup, you can log into the system to check your balance, history, and other basic information about your account.

The screenshot shows the 'Participant Portal' website. At the top is a light blue header with the text 'Participant Portal'. Below this is a navigation menu on the left with the following sections: 'Home' (containing 'Getting Started' and 'Announcements'), 'My Accounts' (containing 'Balance Summary', 'View Claims Pending', and 'Transaction History'), 'My Cards' (containing 'Card Status' and 'Lost/Stolen Card'), 'My Information' (containing 'Personal Information' and 'Change Password'), 'Forms' (containing 'Download Forms'), and 'Support Center' (containing 'Contact Administrator' and 'FAQs'). The main content area on the right features a banner with the text 'Getting Started' and a 'Welcome' message: 'On this site, you can view balance summary, transaction history, and other information. Click on the heading to the left or one of the quicklinks below.' There are two quicklinks: 'View Balances' with a small image of a document and the text 'Here you can view your account balances and account transactions.', and 'Report a Lost or Stolen Card' with a small image of a card and the text 'If your card has been lost or stolen, report it here.' The bottom of the page is partially obscured by the AIM logo.



The AIM staff is available to answer other questions you may have about your Flexible Benefit accounts