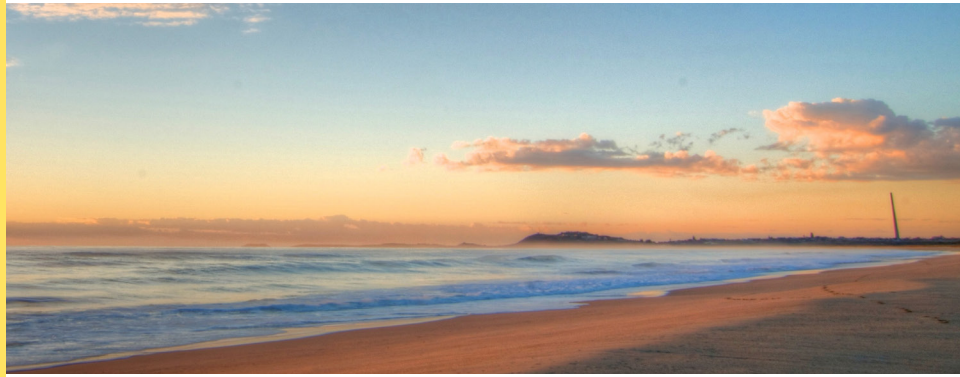


NBS Web Portal



How do I enroll in my benefits online?

Registering and enrolling online is easy. Just follow the instructions below.

1 Get to the website

- ▶ Using your Internet browser, navigate to: <http://my.nbsbenefits.com>
- ▶ Click "Enroll Here" in the quick links at the bottom of the home page. (Highlighted in red below.)



855-399-3035
service@nbsbenefits.com



Welcome to our new portal. To use the legacy portal, [click here](#).
The legacy portal will be retired on October 28th.

If you have an existing username and password, click "Sign In" - there is no need to register again. If you have never registered, click "Register."



QuickLinks



Which Plan is Right for Me?



Documents & Forms



Frequently Asked Questions



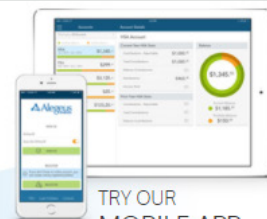
Short Term Savings



Calculate your Tax Savings



Enroll Here



TRY OUR MOBILE APP



2 Enter initial information to register

- ▶ Enter your Employer/Enrollment ID and click on "Submit."
- ▶ Employer/Enrollment ID: Your ID is
- ▶ Employee ID/Participant ID: Use your **social security number**
- ▶ Enter your **Last Name**
- ▶ Enter the text shown on the screen for verification
- ▶ Click "Start Application"


Please enter the following information to begin:

Employer/Enrollment ID*

Employee ID/Participant ID* ⓘ

Last Name*

Enter text for verification:



* = required

3 Select your benefits

- ▶ Select the account(s) you would like to enroll in by clicking "Enroll Now"

Below are benefit plans that you are eligible to enroll. Please click on the "Enroll Now" or "Waive Now" link under the Action column to either enroll or waive your enrollment for each plan.

Plan ID	Plan Name	Plan Year	Election	Dependents	Status	Action
FSA	Flexible Spending Account	01/01/17 - 12/31/17	\$0.00	N/A	New	Enroll Now

4 Enter demographic and election information

- ▶ Enter your demographic information and dependent information then click "Next" (Sections marked with an (*) are required fields)
- ▶ Enter your election amount in the "Annual Election" field, check that you agree to the terms and click "Next"

Account Details	
Plan ID:	FSA
Plan Description:	Flexible Spending Account
Plan Start Date:	1/1/2017
Plan End Date:	12/31/2017
Annual Election:	<input type="text" value="2600"/>

* Annual election can be from \$0.00 - \$2,550.00

- ▶ If you would like to enroll in another benefit or change your election amount click on the link under the "Action" column
- ▶ After you have completed the election and reviewed your information for accuracy accept the participation agreement, enter your name to sign electronically and click on "Submit Application"
- ▶ Congratulations! You have completed your enrollment

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