



## Account Access Set-Up for Debit Card Users

1. Go to [www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com).
2. Select Participant Login.
3. Select Create Account link.

**(This page will appear once you click on Create Account)**

**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.

<b>Name *</b>	<input type="text" value="JOHN"/> <small>First</small>	<input type="text" value="DOE"/> <small>Last</small>	?
<b>Employee ID *</b>	<input type="text" value="SOCIAL NO DASHES"/>		?
<b>Employer ID *</b>	<input type="text" value="LEAVE BLANK"/>		?
or			
<b>Card Number *</b>	<input type="text" value="CARD NUMBER HERE"/>		?
<b>New User ID *</b>	<input type="text" value="JDOE1234"/>		?
<b>Password *</b>	<input type="password" value="....."/> <small>Password</small>	<input type="password" value="....."/> <small>Confirm Password</small>	?
<b>Security Word * (Mother's Maiden Name)</b>	<input type="text" value="BLANKENSHIP"/>		?
<b>Birth City *</b>	<input type="text" value="ALEXANDRIA"/>		?
<b>E-mail Address</b>	<input type="text" value="JOHN.DOE@FLEXMAGIC.COM"/>		?
<b>E-mail Options</b>	<input checked="" type="checkbox"/> Send E-mails		?

\* = required

### Important Information:

- Employee ID will be social (No Dashes).
- Employer ID will be left blank.
- Card Number will be the account holder's MasterCard / Debit Card number.
- User ID needs to be between 8-20 characters.
- Password needs to be between 8-20 characters and at least one number included.
- Password will reset every 90 days and will require a new one created.

If you have any problems, please contact an administrator at 303-649-1922 / 800-888-9084 ext 0.