

# PBS Participant Portal

## How to Set Up Your Account

**Step 1:** Log onto [www.pbs.us.com](http://www.pbs.us.com)

**Step 2:** Click on **Check Your Account Balance** under **Quick and Easy Links!**

**Step 3:** Click on **Create Account** (blue font) in the **Participant Portal** and complete the information on the **Account Creation** screen.

- **Employee ID** – generally your **Social Security Number** (no dashes)
- **Employer ID** – unique to your employer and may be printed on your card (usually PBSXXX)
- **User ID and Password** – must be between 8 to 25 characters and password must contain at least one letter and one number
- **Email Address** – to receive timely FSA correspondence via email

**STEP 4:** Go to the home page and enter your personalized User Id and Password\*. *Note: User ID and password are case sensitive.*

**STEP 5:** Contact the Customer Service Department at 800-800-0133 (choose option 2), if you need assistance setting up your online access.

\* For security, passwords *must be reset every 90 days*. The system will prompt you when it's time to reset your password.

### Still need some assistance?

Call Customer Service at 800-800-0133 (option 2). We're here to help!

#### 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"/>	<input type="text"/>	?
	First	Last	
<b>Employee ID *</b>	<input type="text"/>		?
<b>Employer ID *</b>	<input type="text"/>		?
	or		
<b>Card Number *</b>	<input type="text"/>		?
<b>New User ID *</b>	<input type="text"/>		?
<b>Password *</b>	<input type="text"/>	<input type="text"/>	?
	Password	Confirm Password	
<b>Security Word * (Mother's Maiden Name)</b>	<input type="text"/>		?
<b>Birth City *</b>	<input type="text"/>		?
<b>E-mail Address</b>	<input type="text"/>		?
<b>E-mail Options</b>	<input checked="" type="checkbox"/> Send E-mails		?

\* = required

