



Manage your Flexible Spending Account (FSA) from your mobile phone!

Keeping up with your FSA just got easier! You will now be able to receive real time information and important updates in the palm of your hand- via text message, for your FSA balance. Simply register your mobile device and start receiving useful messages to help manage your FSA account. **Existing FSA portal users or new users, will need to follow the steps below to enable your mobile device.**

Existing Users

FSA participant portal users with an existing username and password **DO NOT** need to re-register on the Preferred Administrators FSA portal. Simply proceed to the section to register your mobile device for instructions on how to enable your mobile device to receive messages. **If your password has expired or you don't remember your log in credentials, you will need to contact Preferred Administrators at 915-532-3778.**

New Users

New users to the Preferred Administrators FSA portal must register to receive FSA information on the web portal and to receive information via text message using the link below.

Step 1: Go to <https://www.wealthcareadmin.com/Participants/login.aspx>

Step 2: Participant Log In

Step 3: Create an Account

Step 4: Employee ID: Enter your Social Security Number **(Please note your employee ID # is not your badge number or medical ID #, it is your social security number)**

Step 5: Employer ID: UMC and El Paso First Employees must enter Employer ID: EPF001
EPCH employees must enter Employer ID: EPF002

Step 6: Username and Password**

Passwords: Minimum length is 8, the Maximum length is 16. Password must contain at least one letter and one number, and no special characters. **Passwords are case sensitive and will expire every 90 days.

Steps to register your mobile device:

Step 1: Login to your Preferred Administrators online account access portal
<https://www.wealthcareadmin.com/Participants/login.aspx>

The screenshot shows the Preferred Administrators FSA Participant Portal. The top navigation bar includes 'Home', 'Getting Started', 'Announcements', and 'Open Enrollment'. The main content area is titled 'Getting Started' and contains a 'Welcome' message. Below the welcome message are four quick links: 'View Balances', 'View Activity', 'Report a Lost or Stolen Card', and 'View FAQs'. A left-hand navigation menu lists various account management options such as 'My Accounts', 'My Cards', 'My Communications', 'My Information', 'Forms', 'Support Center', and 'Administration'.

Step 2: Navigate to the “My Communications” tab and select “Opt In/Opt Out”. Scroll to the bottom of the screen and select the button to “Add Mobile” as shown below.

The screenshot shows the 'Opt In/Opt Out of Notification(s)' page. A red arrow points to the 'My Communications' tab in the left navigation menu. The page title is 'Opt In/Opt Out of Notification(s)'. A note at the top states: 'Note: You are currently opted in for one or more mobile communications, but do not currently have mobile number to send communications to. You will not receive these communications unless a valid mobile number is supplied. You can enter mobile number below if you wish to start receiving communications.' Below this is a table of 'Assigned Notifications' with columns for 'Notification Type', 'Description', and 'Delivery Method'. The table lists 'Account Balance Alert' and 'Year End Reminder', both with 'Mobile' as the delivery method. A 'Save' button is below the table. The 'Existing Email Address' section shows a redacted email address with 'Delete' and 'Update Email' buttons. The 'Registered Mobile Numbers' section includes a note: 'Note: To stop receiving mobile alerts, text STOP to 97487. To receive help text HELP to 97487.' and a table with columns for 'Mobile Number' and 'Status'. A red arrow points to the 'Add Mobile' button in this table.

Notification Type	Description	Delivery Method
Account Balance Alert	This communication is sent when your account balance falls below \$0.00.	Mobile
Year End Reminder	This communication will be sent Once, 0 days prior to your plan's year end date. This is to remind you that you have limited time to submit claims for reimbursement. You will only receive this communication if you have active accounts and you have activity on your account.	Mobile

Step 3: Enter your “Mobile Phone Number” and select the check box to “Accept the Terms and Conditions”. Next, select “Register”.

Preferred Administrators FSA Participant Portal

Mobile Registration

Employer: University Medical Center of El Paso Employee ID: [REDACTED]
Name: [REDACTED] Email: [REDACTED]
Address: [REDACTED]
El Paso

Enter your phone number in the space provided to receive standard rate activity alerts from us. Message frequency is based on use. Text STOP to 97487 opt out. Text HELP to 97487 for help or call (915)532-3778 for info.

Message and Data Rates May Apply.

Carriers include: AlltelAWCC, AT&T, ACG, Boost, Cricket, Cincinnati Bell, Google Voice, MetroPCS, Rural Carrier Group, Tier 2/3 Carrier Group, T-Mobile, U.S. Cellular, Verizon Wireless & Virgin Mobile.

For customer support please call (915)532-3778, email PreferredAdmin@epfirst.com.

Read the mobile usage Terms and Conditions Here.

Our privacy policy can be found in the site footer.

Mobile Phone Number: [] - [] - [] Register Cancel

I accept Terms and Conditions and Privacy Policy.

Enter Mobile Phone Number (Callout box pointing to Register button)

Click Accept (Callout box pointing to checkbox)

The mobile phone number will display a status of “Pending” until you complete the registration process using your mobile phone number.

Registered Mobile Numbers

All registered numbers below will receive the alerts listed above. Unregistered mobile numbers may be deleted by selecting Delete button below.

Mobile Number	Status
<input type="checkbox"/> [REDACTED]	Pending

Status Pending (Callout box pointing to Pending status)

Note: To stop receiving mobile alerts, text STOP to 97487. To receive help text HELP to 97487.

Delete Add Mobile Unregister

The following text message will be sent to the mobile device.

WealthCare Alert: Msg frequency based on use, Reply Y to complete registration. Reply HELP for help, Msg&Data Rates May Apply.

To complete the registration steps you must reply to the text message with a "Y".



You will next receive the following text message which confirms the registration of the mobile device.

WealthCare Alert: You're registered! Msg frequency based on use, Txt BAL for balance, Reply HELP to get help, STOP to end, Msg&Data Rates May Apply.

Once you have completed all of the registration steps, the web portal status for the mobile number will change to "Registered".

Registered Mobile Numbers

All registered numbers below will receive the alerts listed above. Unregistered mobile numbers may be deleted by selecting Delete button below.

Mobile Number	Status
<input type="checkbox"/> 19155493700	Registered

Note: To stop receiving mobile alerts, text STOP to **97487**. To receive help text HELP to **97487**.

Text BAL to receive your current balance

To request FSA Balance, text Bal to 97487 and to stop receiving mobile alerts, text STOP to 97487.



Your current balance , FSA:0.00

If you have any questions or need assistance with the mobile registration, please let us know by e-mailing us at preferredadmin@epfirst.com or by calling our Member Services Department at (915) 532-3778.

Thank You,

Preferred Administrators