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
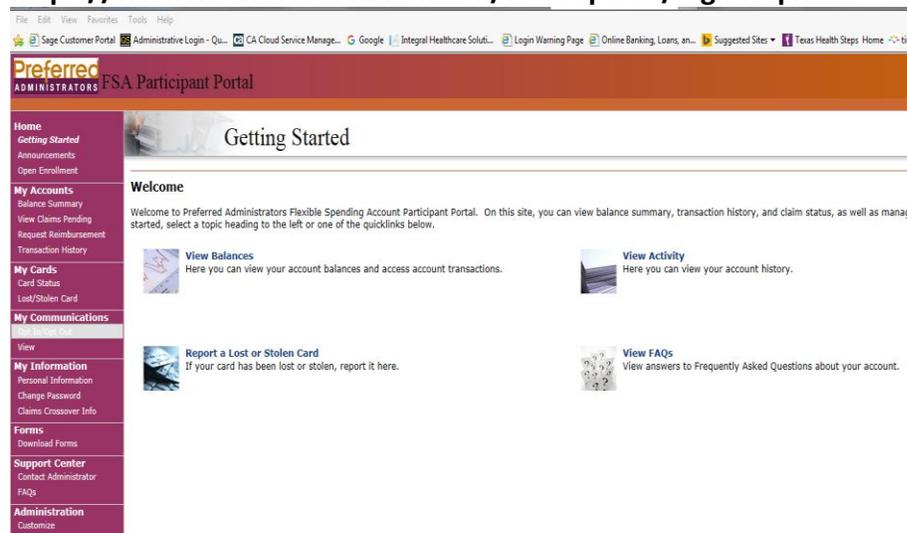
Step 2: Navigate to the "My Communications" tab and select "Opt In/Opt". Scroll to the bottom of the screen and select the button to "Add Mobile" as shown below.
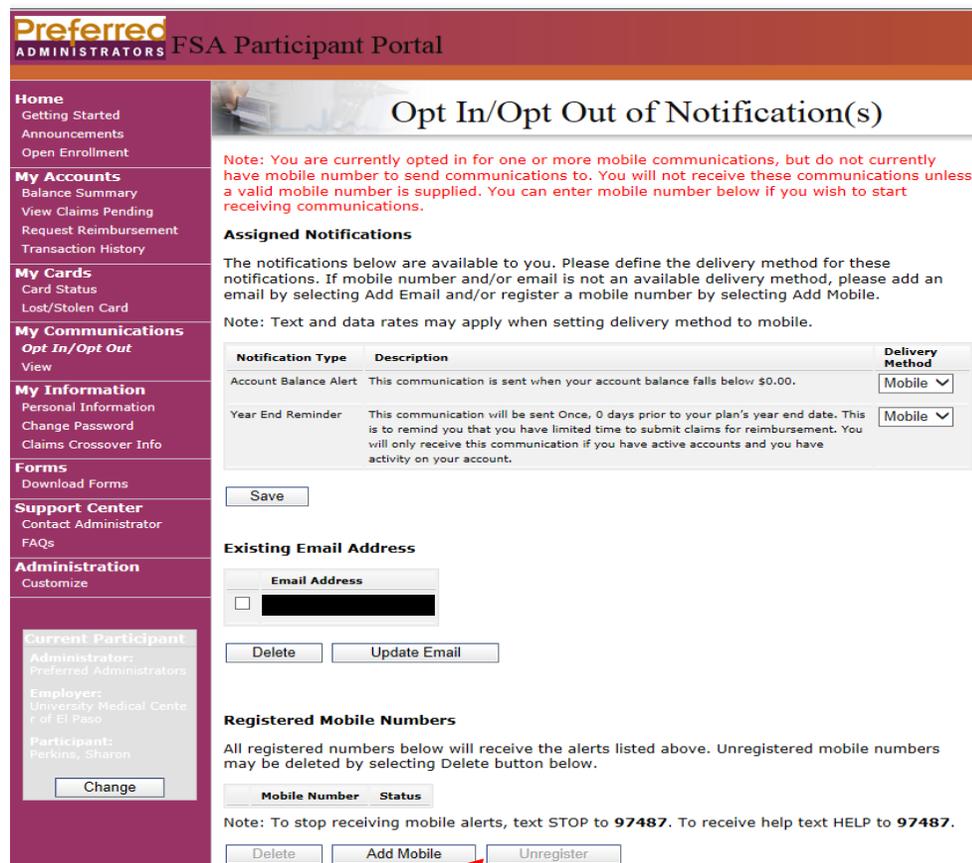
Step 3: Enter your "Mobile Phone Number" and select the check box to "Accept the Terms and Conditions". Next, select "Register".

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

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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".

Y

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

WealthCare Alert: Youre
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
☐	19155493700	Registered

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

[Delete] [Add Mobile] [Unregister]

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.

Bal

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

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