



Flexible Spending Account (FSA) Member Portal Registration Guide

We'd like to welcome you to our newly updated Flexible Spending Account (FSA) Member Portal, effective **December 21, 2018**. Your FSA Member Portal gives you quick access to your FSA and Dependent Account Information.

Step 1: Go to <https://preferredadmin.wealthcareportal.com>

Step 2: Existing User

- Go to Sign In and enter your current username and password
- Register and follow Step 1 through Step 4

Step 3: New User (Register and follow Step 1 through 4)

- Go to Register
- Create an Account
- Enter your Username and Password*
- Registration ID (Drop Down Menu)
- Enter either Employer ID or Card Number. If you elect Employer ID, please enter the correct Employer ID as stated below:
 - UMC enter EPF001
 - EPCH enter EPF002
- Employee ID: This is your Social Security Number (no dashes)
- Accept Terms and select Next

*Username must be between 6 and 12 characters long alphanumeric value.

*Passwords: A valid password must contain between 8 and 16 characters. A password must contain 3 of the following types of characters (upper case letter, lower case letter, special character (% , ! , @ , etc., and a number). **Passwords are case sensitive and will expire every 90 days.**

The new Flexible Spending Account Member Portal delivers real time user access. Some of our new features include:

- Request Reimbursement
- Shop for Eligible Items (Powered by FSA Store)
- View Balances
- View Claims Pending
- View Transaction History
- View Forms
- View FAQ's

If you have any questions about the site, please let us know by e-mailing us at preferredadmin@elpasohealth.com or by calling our Member Services Department at (915) 532-3778.

Thank You,

Preferred Administrators

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