

## How to set up your benefits online account

This article outlines instructions for participants to set up their benefits online account. You can provide the following information to participants for assistance. For instructions on how to assist participants with setting up the WEX benefits mobile app, see [How to set up the WEX benefits mobile app](#).

Note: To watch a video tutorial, [click here](#). 

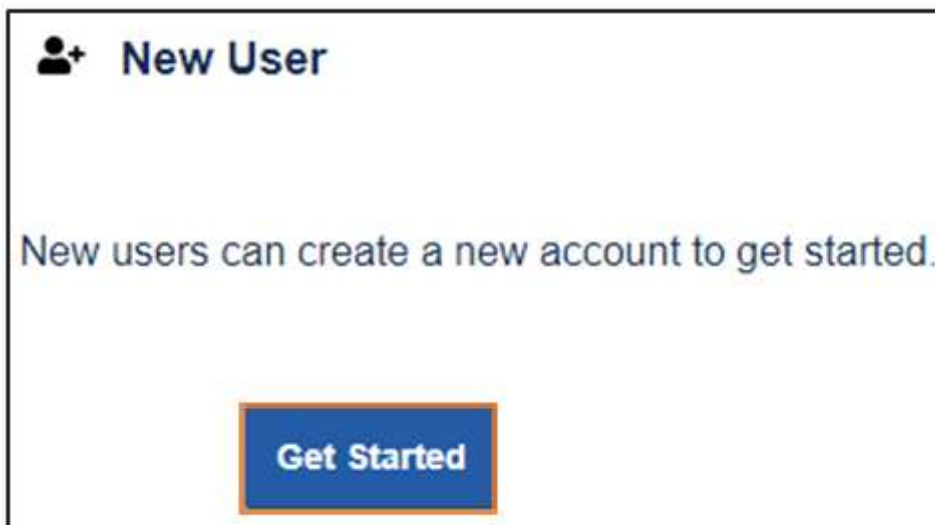
Important: You must have an email address on file with us to set up your account. If you don't have an email address on file, contact us for assistance.

To set up your account, complete the following steps:

1. Navigate to our website, hover over "Login" in the top right-hand corner, and select "Benefit Accounts" from the drop-down list.
2. Select the HSA, FSA, HRA/Wellness & Commuter option under Participants Accounts.



3. Click "Get Started" in the New User section.



4. Provide your information and click "Next."

20%  
\*Required

**Complete the information below to verify your identity.**

First Name\*

Last Name\*

Zip Code\*

**Identification Number (select one)**

SSN\*  -  -

OR

Employee ID\*

Cancel Next

Important: Your information must match what your employer provided to us.

5. Check your email, provide the one-time password you received and click "Next."

**Secure One-Time Password**

A one-time password was sent to your email address.

One-Time Password: \*

If you do not receive an email, please contact your administrator.

\*Required Next

Note: We'll send the one-time password to the email address we have on file.

Scenario	Action
You have multiple email addresses.	Check all your email accounts to verify which one the one-time password was sent to.

6. Set up your security questions and click "Next."

Note: Your security answers aren't case-sensitive.

Scenario	Action
The questions don't pertain to you.	Close your web browser to restart the process with a new set of security questions.

7. Change your username and set up your password, and then click "Submit."

Important: If you don't want to change your username, keep track of the system-generated username provided to you.

8. Add a mobile number and any authorized representatives, if desired, and finalize your account setup.

## Add an Authorized Representative



If you would like someone else to contact Discovery Benefits on your behalf, add an Authorized Representative to your account today!

[Don't show me this again](#)

[Add Representative\(s\)](#)

## Review and set up text alerts



Text alerts keep you up to date on a wide range of account activity. Review your text alert options and set up new ones today!

[Don't show me this again](#)

[Review Notifications](#)

Got feedback? Submit your knowledgebase suggestions.

You can view this article at:

<https://wexbenefitskb.egain.cloud/system/templates/selfservice/dbika/help/agent/locale/en-US/portal/308900000001002/content/PROD-4297/How-to-set-up-your-benefits-online-account>