

## Instructions to Create an Account Online

Log into the WealthCare Portal at [www.mywealthcareonline.com/stirlingbenefits](http://www.mywealthcareonline.com/stirlingbenefits)  
(Save to your 'Favorites' for future visits)

1. Enter User Name, and then click "continue." Enter Password and click "Sign In."  
**OR**
2. If this is the first time accessing this information, select "click here" under New User.

### To Create an Account to enter the following information:

- User Name (to be chosen by you - must contain at least six alphanumeric characters)
- First Name
- Last Name
- Email address
- Password (to be chosen by you – 8-16 characters) \*\*See Below for complexity rules
- Employee ID – **SSN without spaces or dashes**
- Registration ID – Click on **Debit Card Number** and enter employee's debit card number without spaces or dashes
- Accept Terms of Service ✓
- Select Picture and Passphrase
- Select Security Questions and Answers
- Register Computer, confirm information, sign off

### \*\*Password Complexity rules

- Your password cannot contain your username, a space, or repeating character i.e., aaa 111
- Your password **MUST** contain at least **three (3)** of the following:
  - An upper case character (**A**)
  - A lower case character (**a**)
  - A special character (**!, @, %, \*, !, +, =, #**)
  - A number (**9**)
  - No spaces are allowed
    - Examples:
      - GoodExample1 (upper, lower and number)
      - Good\*xample2 (upper, lower, special, number)
      - BadExample (only upper and lower)
      - \*adexample (only special and lower)

### The following information can be viewed online:

- PIN for debit cards – Go to Debit Card tab, click on View PIN link
- Account balance information
- Transaction history and claims status - approved, pended, denied
- Report a card lost/stolen and re-issue a new card
- Provide us with your email address and we can send you account information to help you monitor your benefit status
- Frequently Asked Questions
- Customized forms and Summary Plan Description
- Resources, videos and FSA/HSA calculators

### Direct Deposit (if offered by your employer)

- Click on My Account, and then Reimbursement Settings to enter your bank account information

### Sign up for text message notifications – located under the communications tab

### Participant Claim Entry:

- Click on My Account, then Reimbursement Request to enter your claims and upload your receipts

If you have any questions or need assistance, please contact Stirling Benefits, Inc. at 203-876-1660.