Preferred
A D M I N I S T R A T O R S

Flexible Spending Account (FSA) Member Portal Registration Guide

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

100PA19111082319