

**Getting Started Guide FSA Portal**

We'd like to welcome you to our newly updated Flexible Spending Account (FSA) Registration Web Portal. Your FSA Portal gives you quick access to your FSA and Dependent Account Information.

Step 1: Go to [www.benefitspaymentsystem.com/Partcipants/login.aspx](http://www.benefitspaymentsystem.com/Partcipants/login.aspx)

Step 2: Participant Log In

Step 3: Create an Account

Step 4: Employee ID: Enter your Social Security Number

Step 5: UMC Employer ID: Enter EPF001

 EPCH Employer ID: Enter EPF002

Step 6: Username**\*** and Password**\*\*** specifications:

**\***Username requirements: Minimum length is 6, Maximum length is 15.

**\*\***Passwords: Minimum length is 8, the Maximum length is 20. Password must contain at least one letter and one number, and no special characters. Passwords are case sensitive and will expire every 90 days.

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

* Request Reimbursement
* 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@epfirst.com or by calling our Member Services Department at (915) 532-3778.

Thank You,

Preferred Administrators