

Instructions for Setting up an Online Account

- You must have your card to create an account.
- Use the **Back** button to return to the BenefitsWorkshop Home Page for your employer.
- Click the link for **Transaction and Balance Inquiry**
- Click the link for **Participant Log In**
- Click the link to **Create an Account** to log in for the first time.
- Your **Employee ID** is your Social Security Number without dashes
- Your **Card Number** is the 16 digit number on the front of your MasterCard.
You should leave the **Employer ID** field blank.
- Create a **User ID** that you will use every time you log in.
- Create a **Password** that you will use every time you log in.
Your Password must contain at least one letter, one number and no special characters.
- Enter your **Security Word** and **Birth City**. You will need this information if you ever forget your User ID and/or Password.
- Enter your email preferences.

If you have any questions, please contact Customer Service.

info@BenefitsWorkshop.com email ● (888) 537-3539 toll free ● (904) 880-2830 fax
