

## ▶ Getting Started

The **WealthCare Portal** can be accessed by navigating to the following URL: <https://medcom.wealthcareportal.com>



### ▶ Registration

**Step 1.** If this is your first time accessing WealthCare Portal, simply click the register button atop the right corner of the home screen.

**Step 2.** After clicking the *register* button, complete the registration form. Choose a username and password. Enter the required demographic information. Your *Employee ID* is your full social security number, with no dashes or spaces. You can obtain your *Employer ID* from Medcom's Customer Service at (800) 523-7542 Option 1 Monday-Friday 8:30am-5pm ET.

If you already have a benefit debit card, the card number can be used in place of the *Employer ID* in the *Registration ID* field.

Before clicking *register*, be sure to view and accept the terms of use.

**Step 3.** After successfully completing the registration form, click register. The process may take several seconds. Do not click your browser's back button or refresh the page.

### ▶ Secure authentication

The next part of the registration process involves setting up your secure authentication. This important step helps ensure your account is secure and private.

After the registration form is successfully completed, you're prompted to complete the secure authentication setup process.

#### Step 1. Select security questions.

You must select four security questions and provide your secret answers. These questions are asked at random while attempt to login to the WealthCare Portal. The questions help provide an additional layer of security and help ensure only you are able access your account.

Once complete, click *next*.

#### Step 2. Verify your email address.

On the next page, you're prompted to verify your email address. Once complete, click *next*.

#### Step 3. Submit setup information.

On the next page, you're asked to verify all of the information you've entered during the secure authentication process. After you've reviewed and confirmed the accuracy of the information, please click *submit setup information*.

A confirmation page displays, showing the registration process is now complete.

### ▶ Your first login

After registering, for all subsequent logins you can enter your username and click the *sign in* button on the home page. You are prompted to answer two of your four security questions, and then enter your password.



Website:

<https://medcom.wealthcareportal.com>



Contact:

(800) 523-7542 Option 1



Email:

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