

# R1 Benefits Today- Registering for Online Access to Your Account

## Before You Start

Please make sure that you have the following:

- Your Employee ID Number
- Your Employer ID Number (REG####)
- An updated internet browser that is not Safari

If you are unsure of either number, please contact your Human Resources department.

## Participant Portal Web Address

The Web site address to access the participant portal is <https://www.mywealthcareonline.com/r1benefitstoday>. Once you have accessed this web site, be sure to bookmark it on your computer for easy access in the future.

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## Portal Registration

To begin, at the top right of the home page, click “REGISTER”. You will be asked to create a **Username** and **Password**.

Your **Username** must be at least six (6) alphanumeric characters.

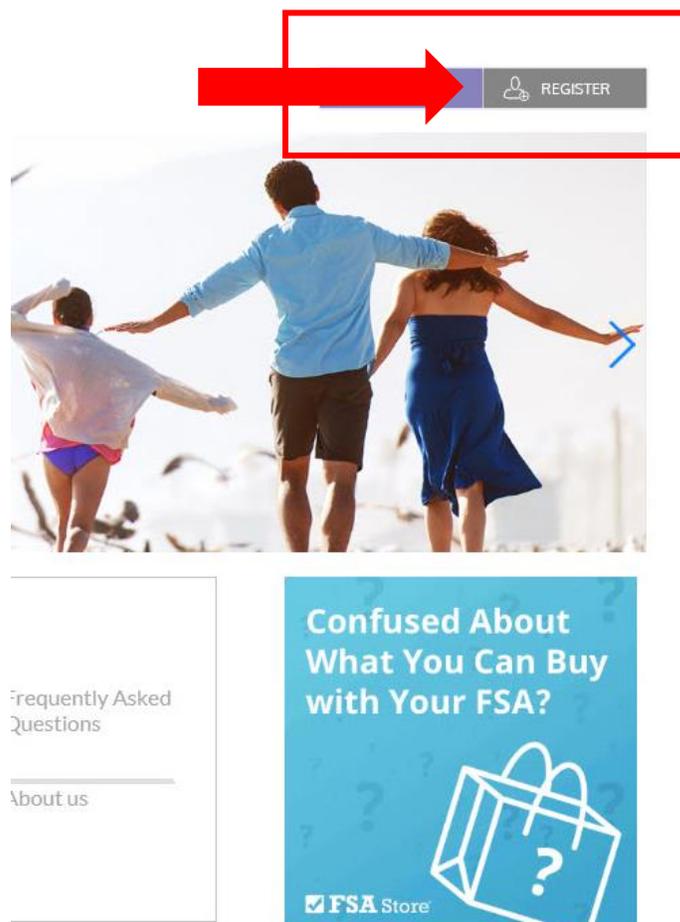
Your **Password** must be at least eight (8) characters, including at least three (3) of the following:

- Upper Case Letter
- Lower case Letter
- Special Character (!, @, #, etc.)
- Number

Your **Password** cannot contain:

- Same character repeating 3 times or more
- The word “password”
- Your username
- Spaces

Complete the remaining fields, check the “I accept Terms of Use” box, and click “NEXT.”



## Secure Authentication Setup

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

Select four (4) security questions and provide your secret answers. Make sure that they are answers that you will remember in the future.

Click "NEXT."

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

Register - Secure Authentication

STEP 1 > STEP 2 > **STEP 3** > STEP 4

First Name Test

Last Name Account

Confirm Email \*

*i* The email address entered is used for security encryption only. It is not used for solicitation purposes.

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."

## 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.

If you have any further questions, please contact our Flexible Benefit Department at (800) 450-2990 or [support@r1benefitstoday.org](mailto:support@r1benefitstoday.org).

