

R1 Benefits Today - Participant Portal Registration Guide

NOTE: Do not attempt to register until you know your FSA or HSA account has been created.

Before you begin, you must know your Employee ID and your Employer ID. If you participated in the Region I flex plan previously, your Employee ID is the same number you used before. Your Employer ID is your group number, written in this format "REG5171". There must be four digits after the REG. If your group number is less than four digits, use a zero(s) in front of the number to make sure it is four digits. If you are unsure of either number, don't guess. Contact your human resources department.

Participant Portal Web Address

The web site address to access the participant portal is <http://mywealthcareonline.com/r1benefitstoday>. Once you access the web site, bookmark it on your computer for ease of future access.

WealthCare Portal Registration

Click "Register" in the middle of the home screen or upper right hand corner. Complete all required fields. Your User Name must be at least six alphanumeric characters. Your **password** must be at least eight characters following the requirements listed at the top of the registration page. Check the "Accept the Terms of Use" box and then click Register. If you do not move to the next screen, scroll to the top of the page for error messages. If no errors, it should advance to the authentication process

Authentication Process

Follow the step by step instructions, starting by clicking "Begin Setup Now"

Step 1. Select Security Questions and Answers - Select four (4) security questions and their respective answers in order to proceed. **Make sure they are answers you can remember.**

Step 2. Provide Information - Confirm your first name, last name and email address.

Confirmation Page – This is a summary of your registration. You may edit your information here.

Setup Complete - You may now sign in or sign-off.

If you need a detailed description of this registration process, please contact our office.

Problems Registering? Feel free to e-mail our support line at support@r1benefitstoday.org; or call us directly at 218-236-2990 or 800-450-2990.

