Registering for your MySBS Online Account

Thank you for your interest in setting up your MySBS Online account! By setting up your account you will have immediate access to your balance, claim history and more! Below, please find the step-by-step instructions you'll need to get set up.

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1. Navigate to our website, www.sbsadmin.com
2. Click on the 'FSA/HSA Participant Login' button shown here:

3. You will then be taken to your MySBS Online login page where you will click the 'Register' button shown here:

4. You will then be taken to the registration page where you will need to **scroll down** in order to view the registration fields seen below:

All fields marked with a red arrow are required. - (**Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: * ⓘ   [⬆]

Password: * ⓘ   [✳]

Confirm Password: * ⓘ   [⊕]

First Name: * ⓘ   [⬆]

Last Name: * ⓘ   [⬆]

Email Address: * ⓘ   [⬆]

Employee ID * ⓘ   [⬆]

Registration ID * ⓘ   [Employer ID ▾] [⬆]

Accept Terms of Use * ⓘ   ☐ View Terms of Use

[Register] [Cancel]

5. Fill out all the fields shown in order to set up your account. **Note that your 'Employee ID' will be your nine digit social security number with no spaces or dashes. Also, you will need to change 'Registration ID' from 'Employer ID' to 'Card Number' as shown here*:**

User Name: * ⓘ   [⬆]

Password: * ⓘ   [✳]

Confirm Password: * ⓘ   [⊕]

First Name: * ⓘ   [⬆]

Last Name: * ⓘ   [⬆]

Email Address: * ⓘ   [⬆]

Employee ID * ⓘ   [⬆]

Ensure you are only entering in the card number of the *employee* not of a dependent spouse or child. Only the card number of the employee will work.

Registration ID * ⓘ   [Card Number ▾] [⬆]

Accept Terms of Use * ⓘ   ☐ View Terms of Use

[Register] [Cancel]

*If you do not wish to use your card number to register, you may call us at (210) 659-8100 for your Employer ID

6. After filling out all required fields click on the blue 'Register' button. This will take you to another page to continue your account creation. Click 'Begin Setup Now' as seen here:

SBS Administrative Services Sign In

Secure Authentication Setup

To protect your privacy, *SBS Administrative Services* implements Secure Authentication. Setup is easy and only takes a few minutes. Here is what to expect:

- **Step 1 – Select a picture and personal phrase.** These visual cues are displayed when you sign on and are your assurance that it is safe to enter your access information.

- **Step 2 – Provide answers to challenge questions.** These questions may be asked during the sign on process to confirm that an authorized individual can access account information online.

- **Step 3 – Additional Authentication.** In order to protect your personal information, additional authentication procedures may be required.

Click **Begin Setup Now** to start. This process takes only a few minutes to complete and is vital in our efforts to prevent fraudulent activity.

Begin Setup Now

Your privacy is our priority.

We will maintain the confidentiality of your personal information in accordance with our privacy policy.

VeriSign Trusted

7. You are now on the Secure Authentication Setup page where you will need to select a picture as well as type in a personal phrase. After you have done that, click on the 'Continue Setup' button. See here for an example:

Secure Authentication Setup

Step 1 – Select a picture and personal phrase
Please select a picture and passphrase. These visual cues are displayed when you sign on and are your assurance that it is safe to enter your access information. You can use the default picture and personal phrase, or choose a different picture and personal phrase.

Enter a personal phrase:

This is a test phrase example

Your personal phrase will always appear alongside your picture when you sign on. A phrase can be up to 40 characters long.

Continue Setup

You may select a different picture by clicking on the picture you wish to use.

You can browse through additional pictures by category. Simply select the category and click **Browse**.

Category: Nature and Animals ⬍   Browse

Need To Cancel ? We encourage you to complete the authentication setup now. If you cancel setup, you'll need to start from the beginning the next time you login.

8. The next page will have you choose four security questions to answer. Simply choose the questions you like and provide the answers in the available fields. After completing this, click the 'Continue Setup' button. See here for an example:

9. Continuing on to the next page, you will now enter in your email address. Providing your email address allows you to receive communication regarding your account directly from SBS. After typing in your email address, click the 'Continue Setup' button to continue.

10. You will now see a confirmation screen where you can review all the information you typed in for accuracy. Once you are satisfied with what has been entered click the 'Submit Setup Information' button to continue.

11. A confirmation page will now show letting you know your account has been set up! Click on the 'Proceed to Account' button to take a look around.

12. Now that you are logged in you have access to all of the great features that come with creating an online account! Be sure to look over the navigation bar where you can view your balance, submit claims/receipts, get claim status and more. You can also find info. about our iPhone and Android apps!

Should you need any help or have any questions, please be sure to contact us at (210) 659-8100. Thank you!

We Know. We Care. We're Here.