

EMPLOYEE ONLINE SERVICES

Go to <https://www.mywealthcareonline.com/flexiblespending> (in Chrome and allow pop ups)

1. Click the register button- top right corner of the home screen.
Complete the registration form. Choose a username and password (password requirements are listed at the bottom of this page). Enter the required demographic information. The system will request an Employee ID Number and you will use your 4-digit tribal number. The system will also request an Employer ID and that will be **JSLMN**. Before clicking register, be sure to view and accept the terms of use.
2. 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.
3. After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process. To start, simply click the begin setup now button.
4. You must select four security questions and provide your secret answers.
5. On the next page, you will be prompted to verify your email address. Once complete, click continue setup.
6. On the next page, you will be 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.
7. A confirmation page will display showing the registration process has been completed. At this point, you can either 1) sign off, or 2) proceed to your account.

After registering, for all subsequent logins you can click the login link in the upper right corner of the home page. You will be prompted to enter your username, two of your four security questions, and your password.

The My Accounts tab is where you access basic account information and manage all of your benefit accounts. You can submit & track claims, view account balances, and change reimbursement settings from the My Accounts tab.

If you have any questions regarding the Employee Online Services, please contact HealthSmart 800-825-3540 (flex option).

Password Requirements: A valid password must contain between 8 and 16 characters. In addition, a password must include 3 of the following 4 types of characters:

- An Upper Case Letter
- Lower Case Letter
- A Special Character (such as %,!, @, etc.)
- A Number

In addition, a password **CANNOT**:

- Contain the same character repeating 3 or more times, for example, 'AAA' is invalid
- Contain the word 'password'
- Contain the username
- Contain spaces

If you would like to change your password at any time, you can do so from the Change Password page. You must answer two of your secure authentication security questions, then enter, confirm, and submit your new password.