

# Online Portal Quick Start Guide

## Getting the Most From Your Medcom Benefit Solutions Consumer Driven Health Plans!

Follow these easy steps to optimize your account

### Register for the Portal

Check your balance, submit claims, view transactions and more.

1. Visit <https://medcom.wealthcareportal.com> and click Register
2. Create your username and password
3. Use either your card number or your Employee ID, which is your social without dashes
4. Refer to your emailed welcome letter for your Employer ID
5. Follow the prompts to complete your registration

### Set up Account Alerts

Confirm your preferences for important communications and alerts.

1. Click on Your Name > Communication Settings in the top right corner
2. Register your mobile phone for SMS text alerts
3. For each alert type, choose how you want to receive the alert and click *Save* when you are done editing your preferences
4. From the Accounts Summary page, click on the Statements and Tax Forms links under your HSA and select Electronic as your delivery method for fast and secure access without added fees

### Enroll in Direct Deposit

Don't wait for reimbursement or waste time depositing checks.

1. Click on Your Name > Profile in the top right corner
2. Click Edit above Reimbursement Method
3. Select Direct Deposit and fill out your bank account information

## Download our Mobile App

Manage your account on the go and access tools to help you save money.

1. Search for Medcom on the **App Store** or **Google Play Store**
2. If you haven't registered yet, click Sign Up and follow the prompts
3. If you have already registered for the portal, use your same username and password to log in to the app

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Now that you're set up for success, take advantage of all the portal and mobile app have to offer!

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### ✓ Check your balance

It's the first thing you'll see in the app and on your portal dashboard.

### ✓ Get paid back

If you pay out of pocket for a qualified expense, use the portal or app to submit a claim for reimbursement and upload any necessary documentation.

### ✓ Take action

You may be notified about items that need to be taken care of or opportunities to maximize your account value – don't delay!

### ✓ Save money

Use app features like Virtual Medicine Cabinet to find your medications at the most affordable price and Find Care to search for providers, and procedure and drug prices.