



# WealthCare Portal

Employee Registration Guide

## »» Getting Started

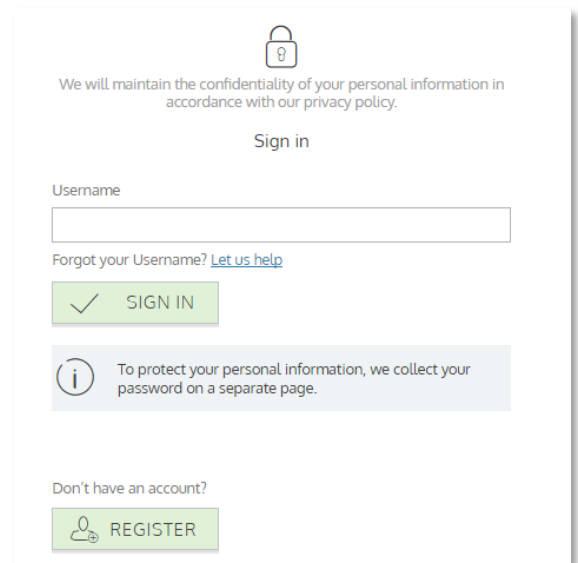
The WealthCare Portal can be accessed by navigating to the following URL: <https://medcom.wealthcareportal.com>

### » Registration

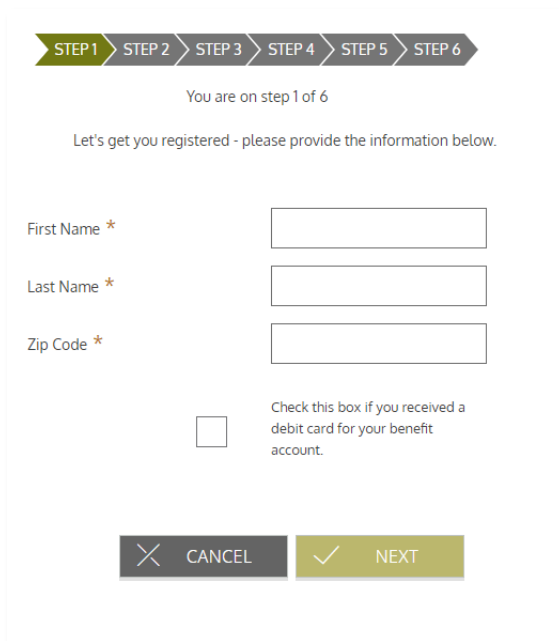
**Step 1:** Click the register button in the upper right corner of the home screen.

**Step 2:** After clicking the *Register* button, enter the information requested (as shown below).

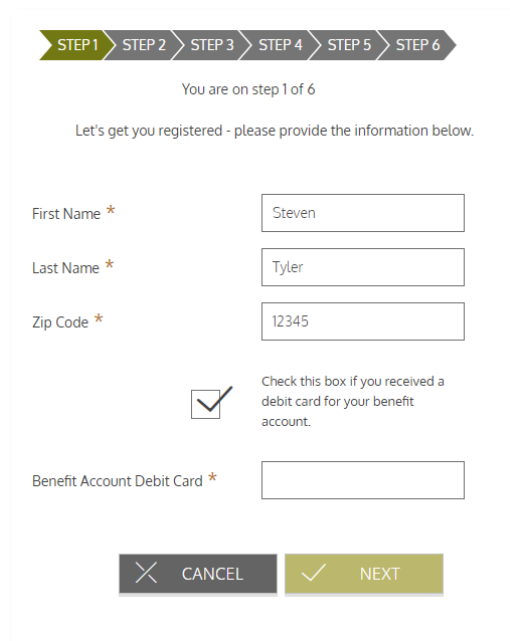
Check the box if you have already received a benefit debit card. If your plan does not offer a card or your card has not arrived yet, do not check the box and click *Next*.



This screenshot shows the top of the registration process. At the top, there is a lock icon and a privacy statement: "We will maintain the confidentiality of your personal information in accordance with our privacy policy." Below this is a "Sign in" section with a "Username" input field and a link for "Forgot your Username? Let us help". A green "SIGN IN" button is present. Below that is an information icon and a note: "To protect your personal information, we collect your password on a separate page." At the bottom, there is a "Don't have an account?" section with a "REGISTER" button.



This screenshot shows the first step of the registration form. A progress bar at the top indicates "STEP 1" is active. The text says "You are on step 1 of 6" and "Let's get you registered - please provide the information below." The form includes three input fields: "First Name \*", "Last Name \*", and "Zip Code \*". Below these is a checkbox with the text "Check this box if you received a debit card for your benefit account." At the bottom are "CANCEL" and "NEXT" buttons.

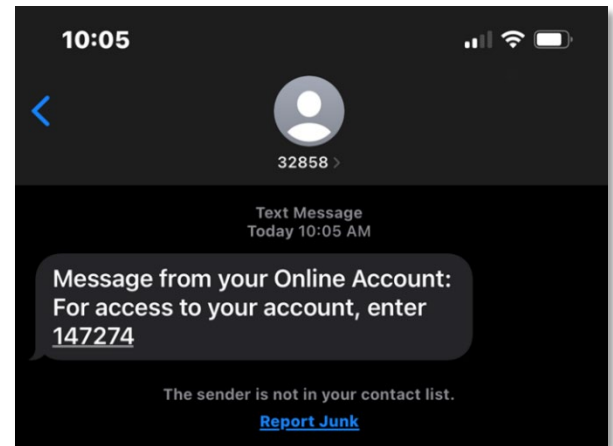
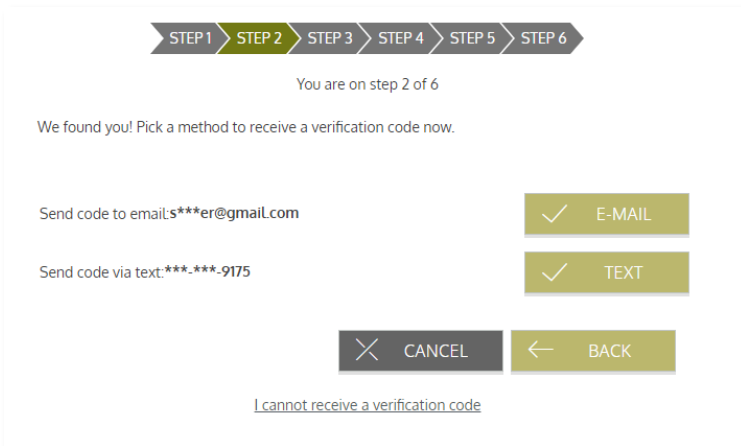


This screenshot shows the second step of the registration form. The progress bar indicates "STEP 2" is active. The text says "You are on step 1 of 6" and "Let's get you registered - please provide the information below." The form includes three input fields with pre-filled values: "First Name \*" (Steven), "Last Name \*" (Tyler), and "Zip Code \*" (12345). Below these is a checked checkbox with the text "Check this box if you received a debit card for your benefit account." At the bottom is a "Benefit Account Debit Card \*" input field. At the bottom are "CANCEL" and "NEXT" buttons.

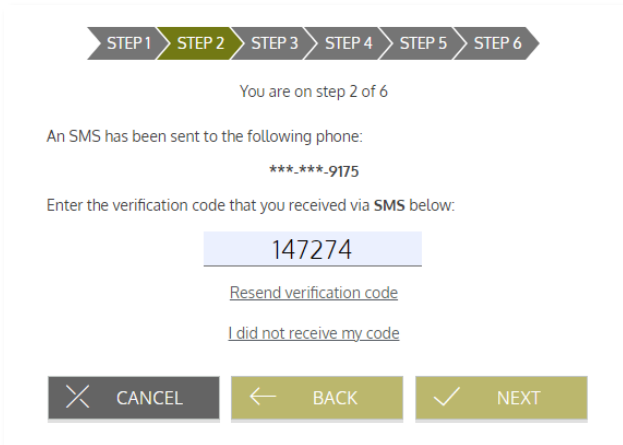
*Note: The following screens will take you through the registration process when a card number is not entered.*

**Step 3:** Select how you would like to verify your account (via text or email).

For security purposes, you must have either an email address or SMS-enabled phone number on file to receive a code to register your account. If you do not have an email or SMS-enabled phone number, you must contact Medcom Customer Service at (800) 523-7542, option 1.



**Step 4:** Enter the code you received, then click *Next*.



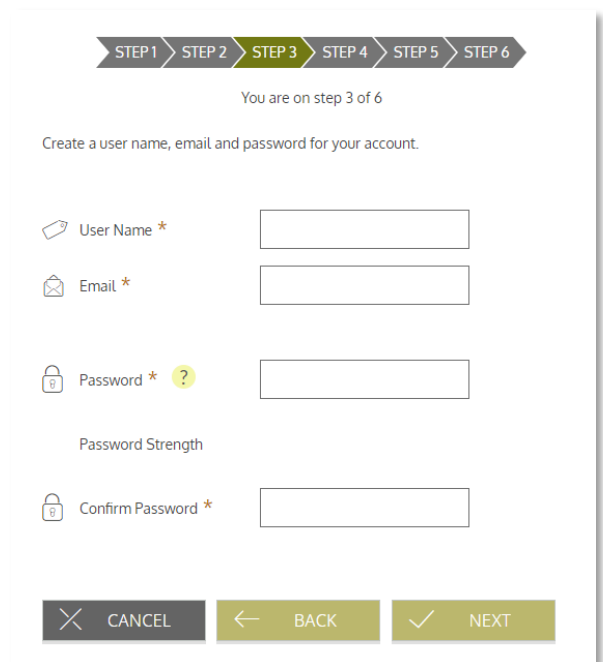
**Step 5:** Create a username, email, and password for your account. Click *Next*.

Note: Passwords must meet the following criteria:

- Must be between 8 and 16 characters.
- Must contain 3 of the following types of characters:
- Upper case letter
- Lower case letter
- Special character (% , ! , @ , etc.)
- A number

A password may NOT contain:

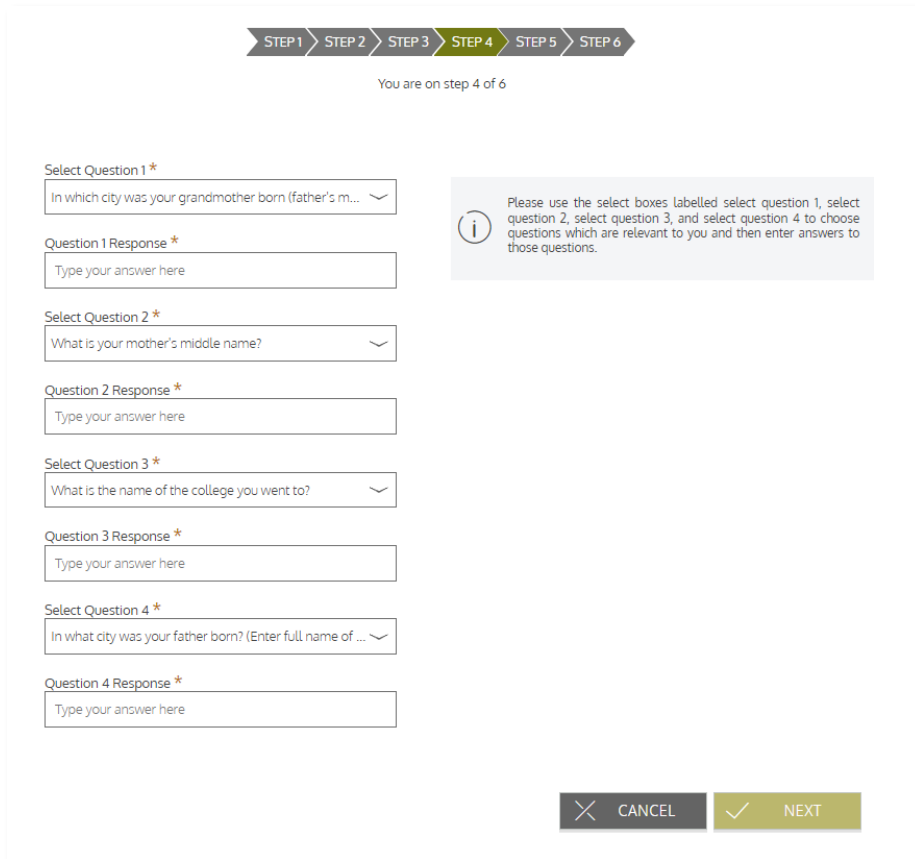
- The same character repeating 3 or more times.
- The word "password"
- The username
- Spaces



**Step 6:** Select security questions.

You must select four security questions and provide your secret answers. These questions are asked at random while attempting to log in to the WealthCare Portal. The questions help provide an additional layer of security and help ensure that only you can access your account.

Once complete, click *Next*.



The screenshot shows a progress bar at the top with steps STEP 1 through STEP 6. STEP 4 is highlighted in green. Below the progress bar, it says "You are on step 4 of 6". The main area contains four sets of questions, each with a dropdown menu for selecting a question and a text input field for the response. The questions are: "In which city was your grandmother born (father's m...)", "What is your mother's middle name?", "What is the name of the college you went to?", and "In what city was your father born? (Enter full name of ...)". To the right of the questions is an information icon (i) with a text box that reads: "Please use the select boxes labelled select question 1, select question 2, select question 3, and select question 4 to choose questions which are relevant to you and then enter answers to those questions." At the bottom right, there are two buttons: "CANCEL" with a close icon (X) and "NEXT" with a checkmark icon (✓).

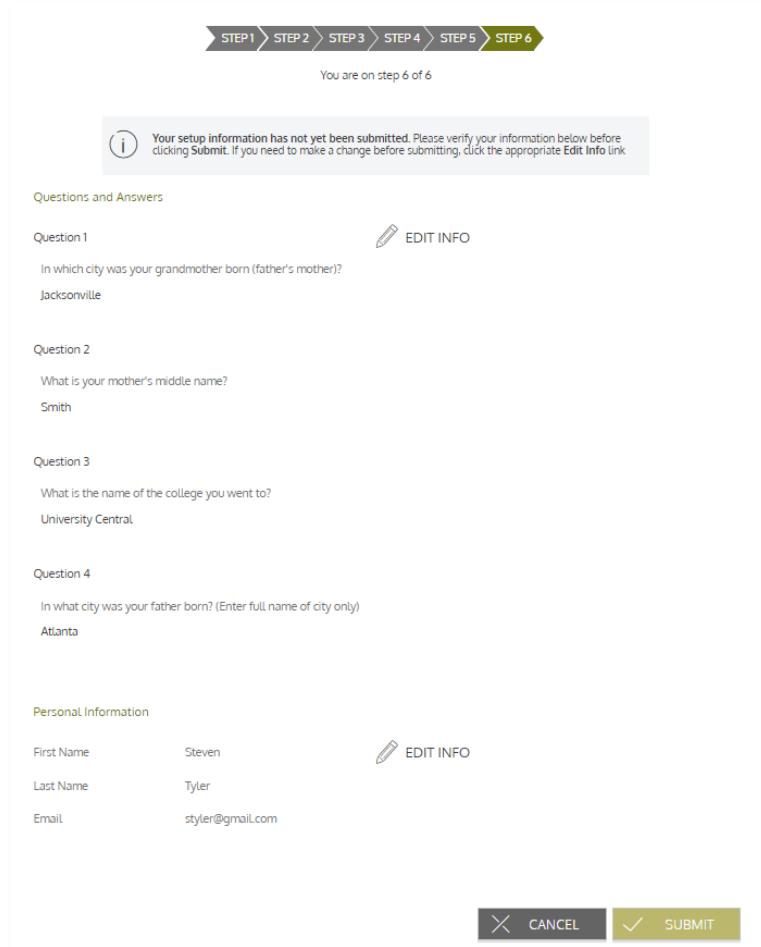
**Step 7:** On the next page, you're prompted to verify your email address. Once complete, click *Next*.



The screenshot shows a progress bar at the top with steps STEP 1 through STEP 6. STEP 5 is highlighted in green. Below the progress bar, it says "You are on step 5 of 6". The form contains fields for "First Name" (Steven), "Last Name" (Tyler), and "Confirm Email" (styler@gmail.com). To the right of the "Confirm Email" field is an information icon (i) with a text box that reads: "The email address entered is used for security encryption only. It is not used for solicitation purposes." At the bottom right, there are two buttons: "CANCEL" with a close icon (X) and "NEXT" with a checkmark icon (✓).

**Step 8:** Submit setup information.

On the next page, you're asked to verify all the information you've entered. After you've reviewed and confirmed the accuracy of the information, please click *Submit*.



A confirmation page displays, showing that the registration process is now complete.

