

If you have logged onto your Admin America portal before please skip to page 4
If you have not logged onto your Admin America portal before please continue

Select the **App Store Icon** from your iOSPhone or Android

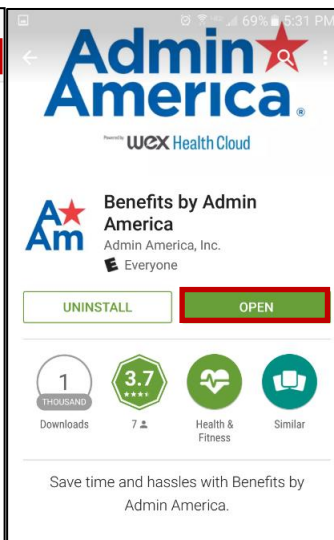
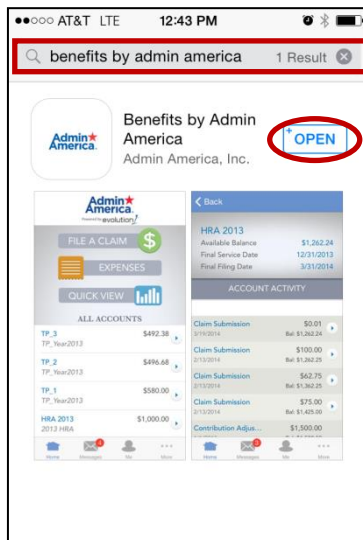


1. Once the **App Store** has Opened, go to the **Search Field** and enter **Benefits by Admin America**. Click **Search**. Once the app comes up, click on the **Download button**. Once it has completed the download click the **Open button**.

The Admin America Benefits App will be available on your phone screen for future use

iOSPhone

Android



2. Once you have downloaded and opened the app follow the instructions below

3. The First Time you Login

Your **Username** will be in the following format:

First letter of your first name, full last name, and last 4 digits of your social security number (if your name was Jane Smith with social 987654321, your user name would be jsmith4321)

Your **Password** will be in the following format:

The word **benefit** followed by your **2 digit birth DAY**, **2 digit birth MONTH**, and **2 digit birth YEAR** (if you were born 10/05/1963, your password would be **benefit051063**)

Click Login

4. You will be prompted to answer **5 Security Questions**. You can use your security questions in the future in case you forget your password.
5. Click on the **Arrows** on the **right hand side of the screen** to enter the answers to the corresponding questions on the left side of the screen. Once you have answered all 5 security questions, click **Submit**. You will receive a confirmation if the answers were saved correctly for future use. Click **OK**.

**You will be prompted to login to your account again
Enter your Username and Password from step 3 on page 1 of this guide**

6. Setting up your Login Information

You will be prompted to **Change your Temporary Password** (the one you entered to login) to a password you would like to use and to **Change your Username** (changing your Username is optional).

If you do not want to change your username, go to the next step. If you want to change your **Username**, click the **Arrow** to the right of your username. Enter your new user name and click **Save** in the upper right hand corner of the screen. You will return to the previous screen (the one displayed below).

- To change your **Password**, click on the **Arrow** next to **New Password**. Enter your **New Password** and click **Save** in the upper right hand corner of the screen. You will return to the previous screen.

Change Password

Username

Your username may contain alphanumeric characters and any of the following special c...

Change Password

New Password

Confirm Password

The password must:

- Have a minimum of 6 characters, but not m...

Cancel

Save

.....

- Click on the **Arrow** next to **Confirm Password**. Enter the **Same Password** you entered on the New Password screen. Click **Save**. You will return to the previous screen.

Change Password

New Password

Confirm Password

Cancel

Save

.....

- If you are **done editing** your Username and Password click **Submit** in the upper right hand corner of the screen. You will receive confirmation if your information has been saved correctly. Click **OK**.

Back

Submit

Change Username

Username

Your username may contain alphanumeric characters and any of the following special c...

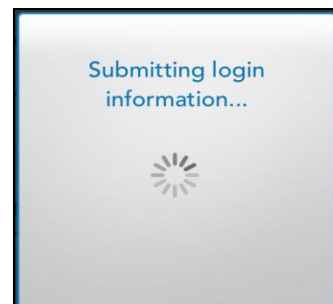
Change Password

New Password

Confirm Password

The password must:

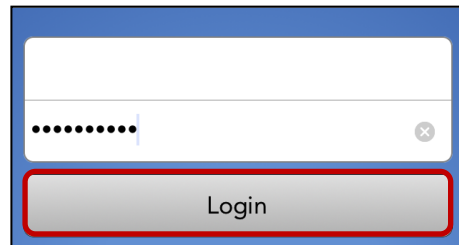
- Have a minimum of 6 characters, but not m...



- 10. If you have logged onto your Admin America Portal before please enter your User Name and Password as previously set up.**

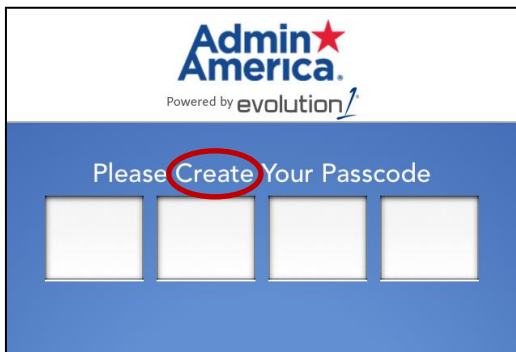
If you do not remember your user name and password, please contact Admin America at (770) 992-5959 or toll free at (800) 366-2961 for assistance.

If you did not setup your password previously via the employee online portal, you will log into your account again with your new password from the previous step.




A login form with a blue border. It contains a white input field for the username, a password field with masked characters (dots) and a clear button (X), and a grey 'Login' button with a red border.

- 11. You will be prompted to create a 4-Digit Passcode. This is the code you will use to access your phone app from now on. You will then be prompted to Re-enter your Passcode.**



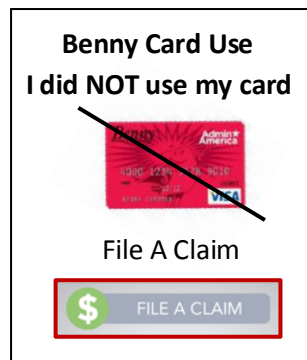
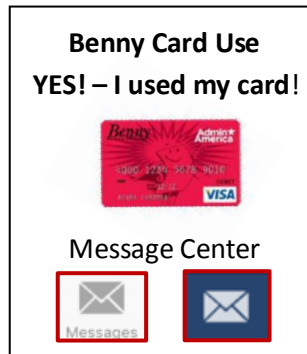
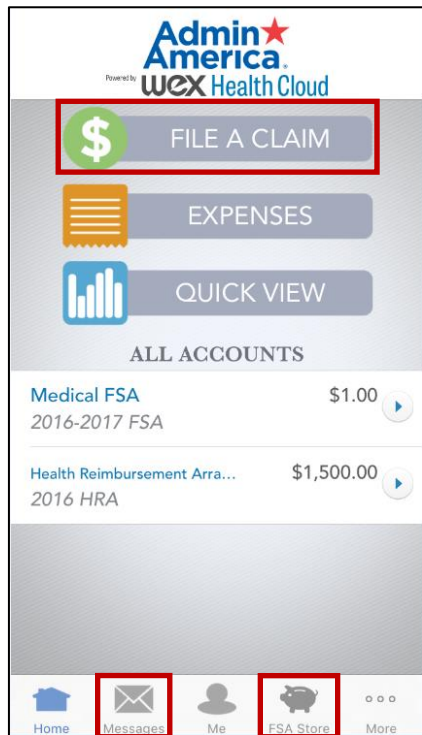
A screen with the Admin America logo at the top. Below the logo, the text 'Please Create Your Passcode' is displayed, with 'Create' circled in red. Below the text are four empty input boxes for the passcode.



A screen with the Admin America logo at the top. Below the logo, the text 'Please Re-Enter Your Passcode' is displayed, with 'Re-Enter' circled in red. Below the text are four empty input boxes for the passcode.

12. You will arrive at the **Home Screen** of your Admin America Benefits App. **Congratulations! You are done!**

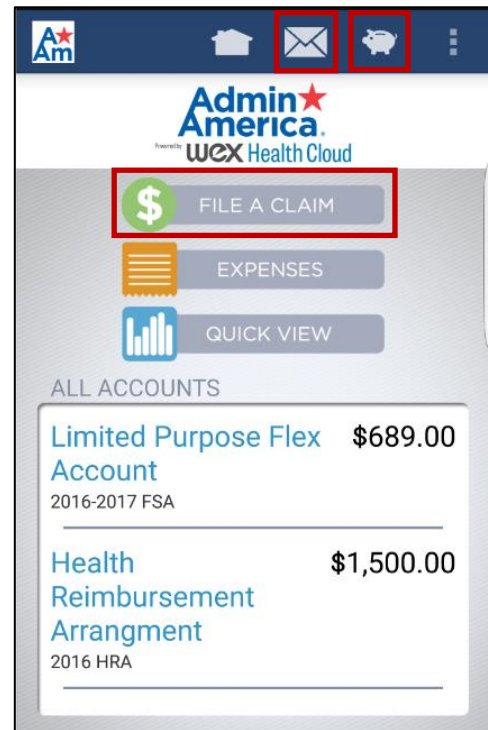
iOSPhone



FSA Store & Eligibility List



Android



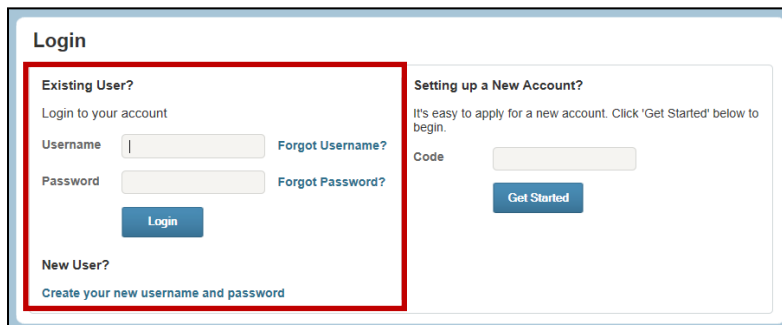
If you are viewing this Electronically, [Click Here](#) to access the login page and skip to **Step 3**

1. Go to: www.adminamerica.com and click on the  Tab or the  button.



2. Click on the [Login button](#) under the [Participants](#) option

3. You will be redirected to the [Login Screen](#).



The First Time you Login

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Please be sure to remember your password as Admin America does not have access to your password. However, if you forget your password you may change your password online, with your mobile phone app or contact Admin America for assistance.