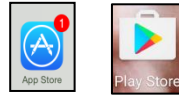## If you have logged onto your Admin America portal before please skip to page 4
If you have not logged onto your Admin America portal before please continue

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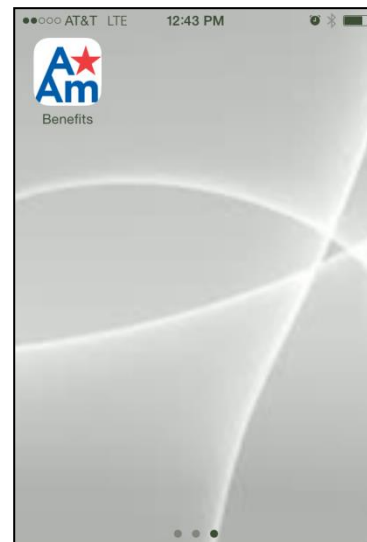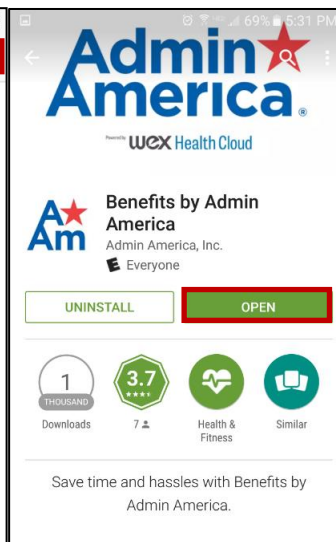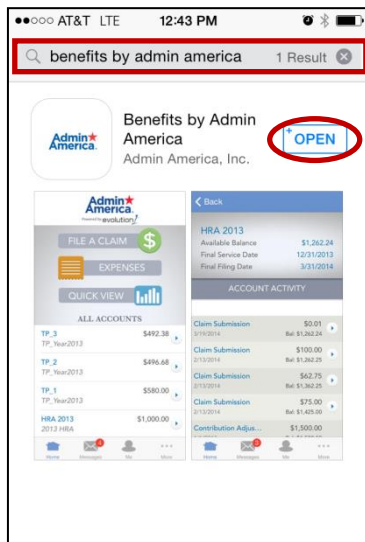
2. **Once you have downloaded and opened the app follow the instructions below**

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**.
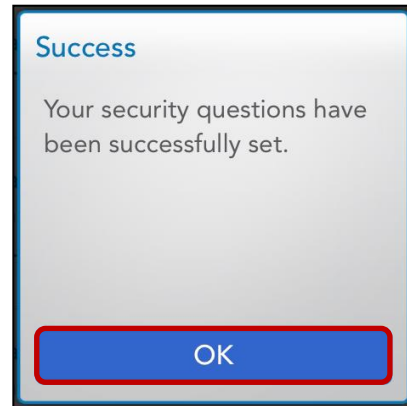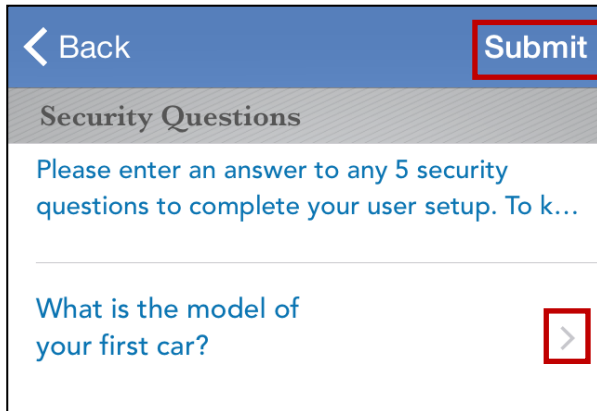

You will be prompted to login to your account <u>again</u>
**Enter your Username and Password from step 3 on page 1 of this guide**

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).
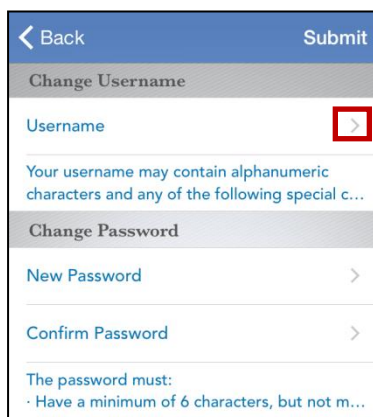
7. To change your **Password**, click on the **Arrow** next to **New Password**. Enter your **New Password** and click **Save** in the upper right hand corner of the screen. You will return to the previous screen.
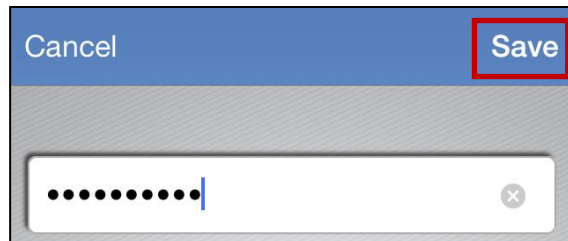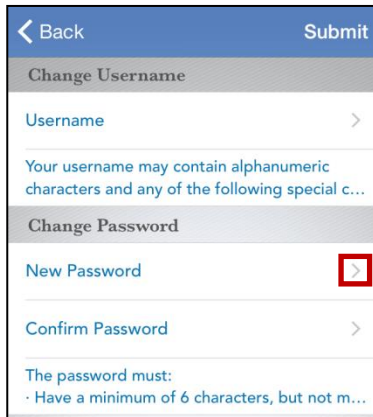
8. Click on the **Arrow** next to **Confirm Password**. Enter the **Same Password** you entered on the New Password screen. Click **Save**. You will return to the previous screen.
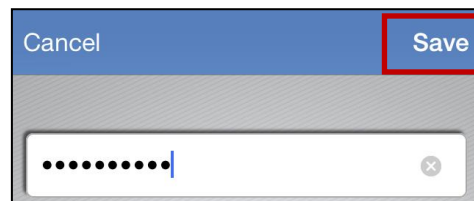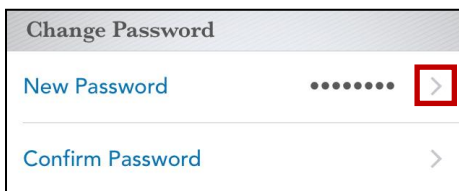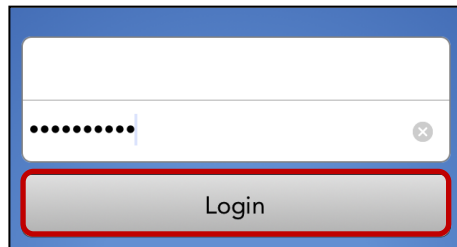
9. If you are **done editing** your Username and Password click **Submit** in the upper right hand corner of the screen. You will receive confirmation if your information has been saved correctly. Click **OK**.
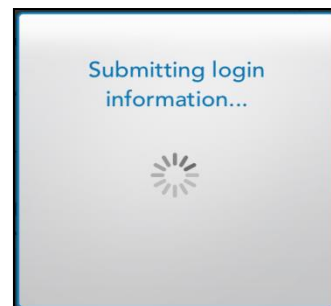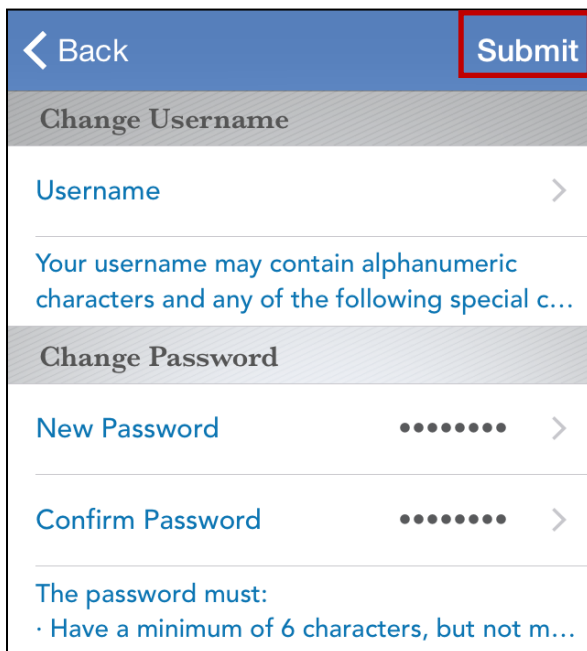
10. If you have logged onto your Admin America Portal <u>before</u> please enter your User Name and Password as previously set up.
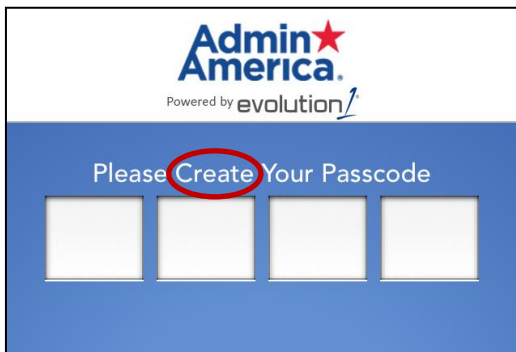
If you do not remember your user name and password, please contact Admin America at (770) 992-5959 or toll free at (800) 366-2961 for assistance.

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

11. You will be prompted to <u>create a 4-Digit Passcode</u>. This is the code you will use to access your phone app from now on. You will then be prompted to <u>Re-enter your Passcode</u>.
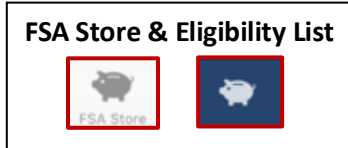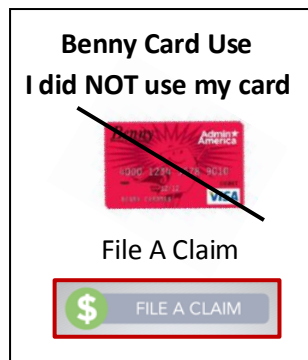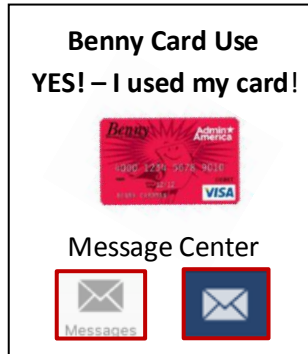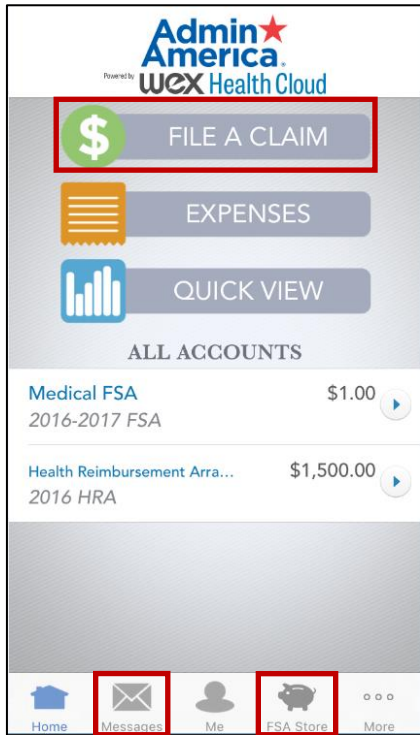
12. You will arrive at the **Home Screen** of your Admin America Benefits App. **Congratulations! You are done!**

iOSPhone

Android

Benny Card Use
YES! – I used my card!

Message Center

Benny Card Use
I did NOT use my card

File A Claim

FSA Store & Eligibility List

Employee Portal
First Time Login Instructions
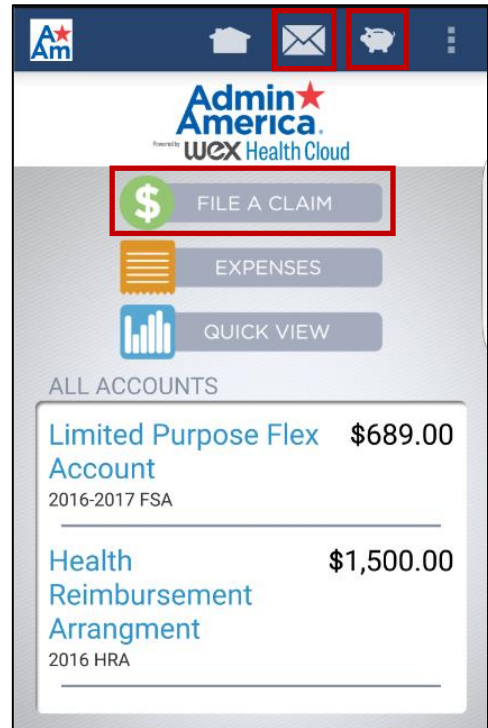
> **If you are viewing this Electronically, Click Here to access the login page and skip to Step 3**

1. Go to: https://adminamerica.com and click on the **LOGIN** Tab or the **LOGIN** 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

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)**

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.*