



HOW DO I ACCESS MY ACCOUNT?

Accessing your FSA Accounts is easy and can be done 24-hours a day!

Go to www.primepay.com, click on "Online Access" at the top, click on "For Employees", and click on "FSA, HRA, HSA". (Make sure your pop-up blockers are turned off).

1. Click on "register" at the top right.
2. Please enter your desired User Name.
3. Enter your First Name and Last Name as they were provided to your employer at enrollment.
4. Provide an Email Address.
5. Enter a password with at least 8 characters and at least 1 non-alpha character. Please do not enter your User Name within your password.
6. Enter your Employee ID (SSN without dashes unless otherwise specified).
7. Select the ID type you wish to use and then enter either the Employer ID or your Benefit Debit Card Number (no spaces or dashes).
 - My Employer ID is: PRINP0156
8. Check the Accept the Terms of Service box.
9. Click Register.

Once you are logged into the system you can check your balance, file claims, view pending or past claims, add a checking/savings account for direct deposit, opt-in/out of electronic communications (email/mobile text), and much more.