

First Time Login

# NBS Web Portal

## How Do I Access My Online Account?

Registering for and logging into your account online is easy. Just follow the instructions below.

### 1 Go to the website

- ▶ Using your Internet browser, navigate to: [mynbsbenefits.com](http://mynbsbenefits.com)
- ▶ Click "Register" on the home page. (Highlighted in red below.)

The screenshot shows the NBS Web Portal home page. At the top left is the NBS logo with the text "national benefit services". To its right is the phone number "855-399-3035" and the email "service@nbsbenefits.com". On the top right, there are two buttons: "SIGN IN" with a checkmark icon and "REGISTER" with a person icon. The "REGISTER" button is highlighted in red. Below the header, a welcome message states: "Welcome to our new portal. To use the legacy portal, [click here](#). The legacy portal will be retired on October 28th." To the right of this message is a note: "If you have an existing username and password, click 'Sign In' - there is no need to register again. If you have never registered, click 'Register.'" Below the text is a large photo of a smiling family (a woman, a young girl, a man, and a young boy) with left and right navigation arrows. Under the photo is a "QuickLinks" section with six icons and labels: "Which Plan is Right for Me?", "Documents & Forms", "Frequently Asked Questions", "Short Term Savings", "Calculate your Tax Savings", and "Enroll Here". To the right of the QuickLinks is a section for the mobile app, showing a smartphone and a tablet displaying the app interface, with the text "TRY OUR MOBILE APP" and logos for "Google play" and "Available on the App Store".

## 2 Complete the required fields of the registration form

- ▶ Username and password
- ▶ Personal information - name and email address
- ▶ Employee ID: Please enter your **Social Security Number**
- ▶ Employer ID OR NBS Benefits Card Number. **North East ISD employer ID is NBS720862**
  - Employer ID is a 9 digit code given to you in your welcome email from NBS, or may be obtained through your employer or by contacting NBS at (855) 399-3035
- ▶ Accept the Terms of Use
- ▶ After completing all required fields, click "Register"

**Registration**

STEP 1 STEP 2 STEP 3 STEP 4

Username \*

Password \*

Password Strength

Confirm Password \*

First Name \*

Initial

Last Name \*

Email \*

Registration ID \*

Employee ID \*

I accept [Terms of Use](#) ☐

Next Cancel

**Username must be between 6 and 12 characters long alphanumeric value**

**A valid password must contain between 8 and 16 characters.**

**A password must contain 3 of the following types of characters:**

- AN UPPER CASE LETTER
- lower case letter
- Special Character (% , ! , @ , etc.)
- A number

**A password cannot contain:**

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

**To register with this site, you must have an Employee ID which could be your Health Plan Member Number, Social Security Number, an ID provided by your Employer or an alternate ID created by your Administrator, and a Registration ID which could be your Benefit Debit Card Number or your Employer.**

**If you do not know your ID or were not provided an ID, please contact your Administrator.**