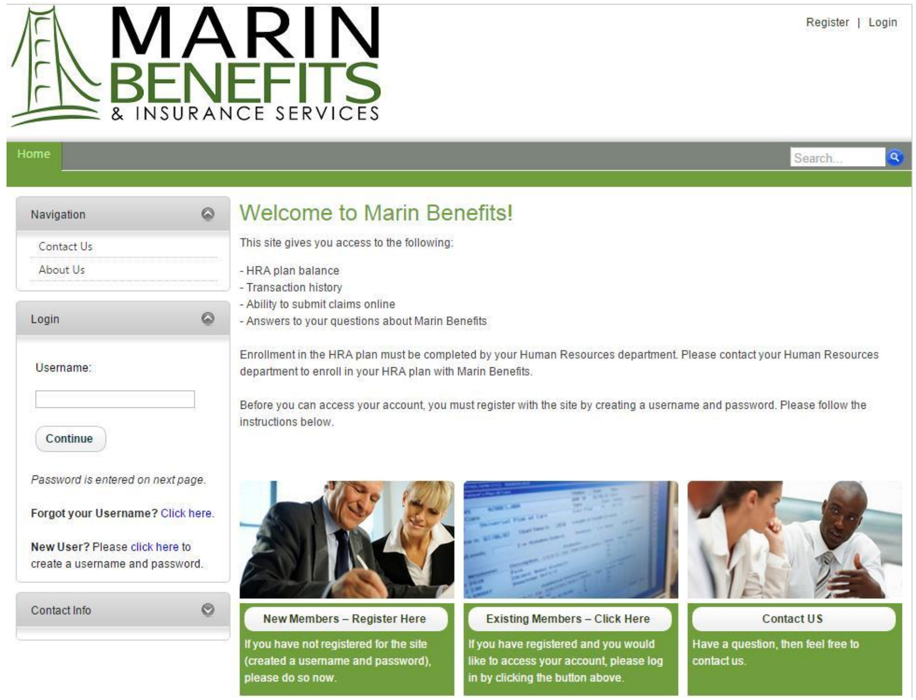
Marin Benefits Participant Portal User Guide

Getting Started

The Marin Benefits portal can be accessed by navigating to:

mywealthcareonline.com/marinbenefits



Registration

Step 1: If this is your first time accessing the portal, simply click the register button atop the right corner of the home screen.

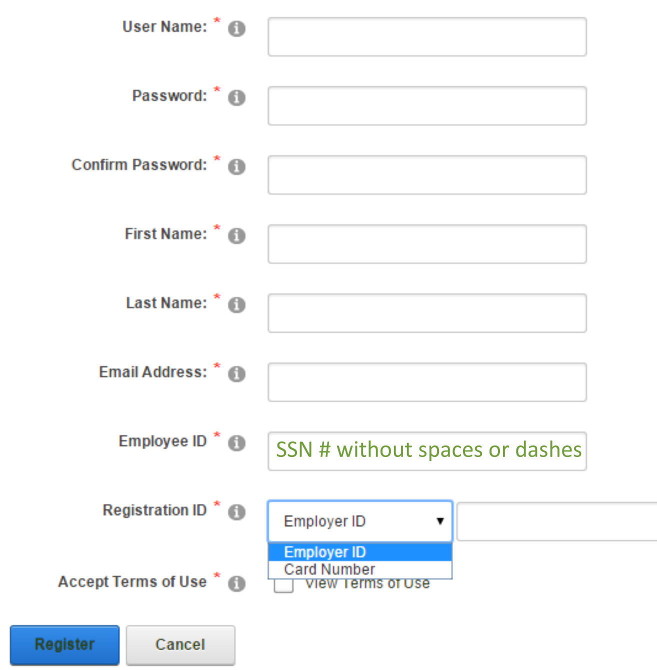
Step 2: After clicking the register button, complete the registration form (as shown in the lower right below). Choose a username and password and enter the required demographic information.

Your **Employee ID** is your Social Security Number with no spaces or dashes.

If you have a benefit debit card, the card number can be used in place of the Employer ID in the registration ID field. Alternatively, the **Employer ID** can be found on your benefit summary or obtained by contacting Marin Benefits.

Before clicking register, be sure to view and accept the terms of use.

Step 3. After successfully completing the registration form, click register. The process may take several seconds. Do not click your browser's back button or refresh the page.



Secure Authentication

The next part of the registration process involves setting up your secure authentication. This important step helps ensure your account is secure and private.

A confirmation page will display showing the registration process has been completed. At this point, you can either 1) sign off, or 2) proceed to your account.

Your First Login

After registering, for all subsequent logins you can click the *Login* link in the upper right corner of the home page. You will be prompted to enter your username, two of your four security questions, and finally your password.

For assistance with the Marin Benefits Participant Portal, please email helpdesk@marinbenefits.com or call (415) 526-1401 for assistance.

My Accounts

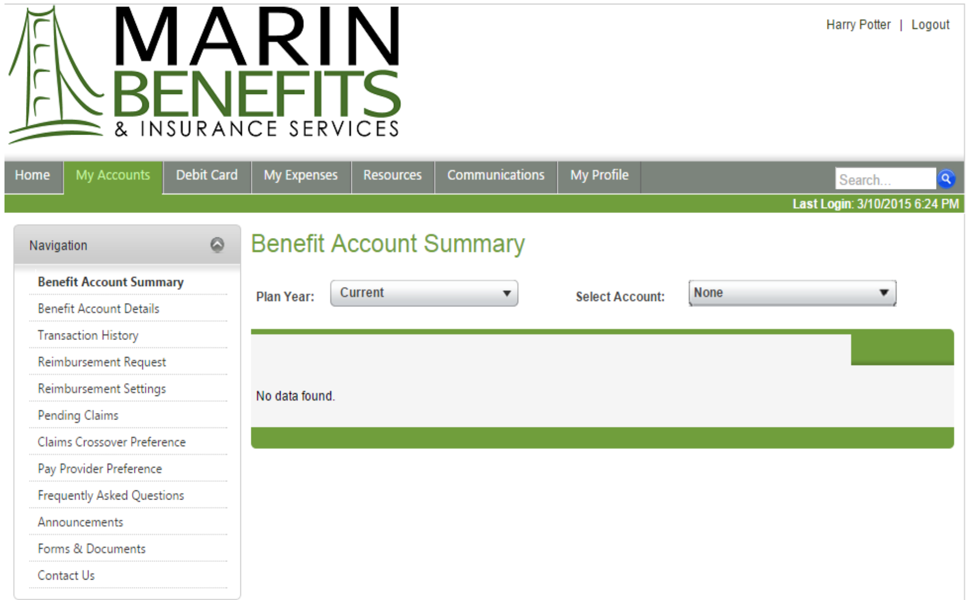
The *My Accounts* tab is where you can access basic account information and manage your HRA account. You can submit and track claims, view account balances, change reimbursement settings and more from the *My Accounts* tab.

Benefit Account Summary provides at-a-glance account information such as account balance, plan dates, and other important details pertaining to your HRA account.

Transaction History displays a list of all transactions across all plans – with dates, amounts and statuses.

Reimbursement Request enables you to submit your claim online.

Reimbursement Settings allows you to elect reimbursement via direct deposit.



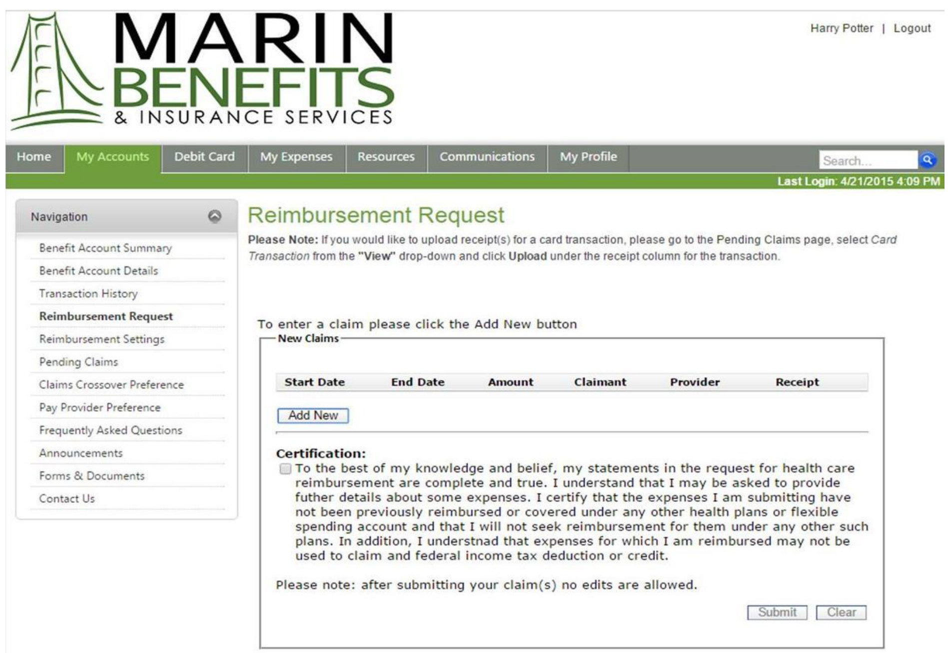
Submit Your Claims Electronically

When submitting a claim electronically, select **Reimbursement Request** from the *My Accounts* tab.

Select **Add New** and fill out the required transaction information.

Be sure to upload a copy of your medical receipts.

Note: Once you submit your claim, you are no longer able to edit it.



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