

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.

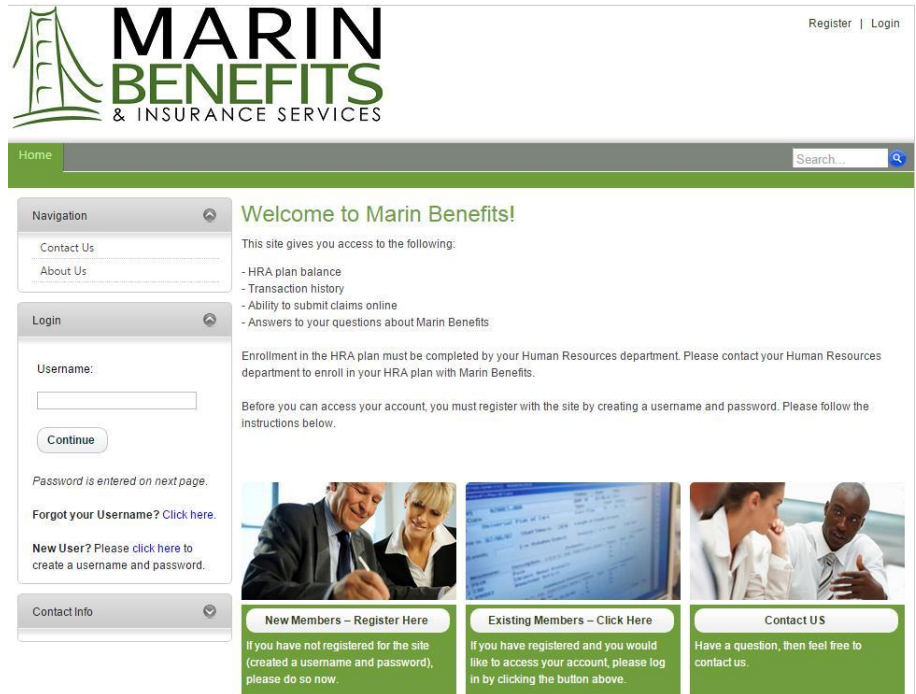
Secure Authentication

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.



User Name: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Email Address: *

Employee ID *

Registration ID *

Accept Terms of Use * [View Terms of Use](#)

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.

The screenshot shows the Marin Benefits & Insurance Services website. The header includes the company logo and name, and the user's name 'Harry Potter' with a 'Logout' link. The navigation menu includes 'Home', 'My Accounts', 'Debit Card', 'My Expenses', 'Resources', 'Communications', and 'My Profile'. The 'My Accounts' tab is selected. The main content area is titled 'Benefit Account Summary' and features a 'Plan Year' dropdown set to 'Current' and a 'Select Account' dropdown set to 'None'. Below these is a message: 'No data found.' A navigation sidebar on the left lists various options, with 'Benefit Account Summary' highlighted.

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.

The screenshot shows the Marin Benefits & Insurance Services website. The header includes the company logo and name, and the user's name 'Harry Potter' with a 'Logout' link. The navigation menu includes 'Home', 'My Accounts', 'Debit Card', 'My Expenses', 'Resources', 'Communications', and 'My Profile'. The 'My Accounts' tab is selected. The main content area is titled 'Reimbursement Request' and features a 'Please Note' section: 'Please Note: If you would like to upload receipt(s) for a card transaction, please go to the Pending Claims page, select Card Transaction from the "View" drop-down and click Upload under the receipt column for the transaction.' Below this is a section for 'New Claims' with a table with columns: 'Start Date', 'End Date', 'Amount', 'Claimant', 'Provider', and 'Receipt'. An 'Add New' button is located below the table. A 'Certification' section contains a checkbox and text: 'To the best of my knowledge and belief, my statements in the request for health care reimbursement are complete and true. I understand that I may be asked to provide further details about some expenses. I certify that the expenses I am submitting have not been previously reimbursed or covered under any other health plans or flexible spending account and that I will not seek reimbursement for them under any other such plans. In addition, I understand that expenses for which I am reimbursed may not be used to claim a federal income tax deduction or credit.' Below the certification is a 'Please note' section: 'Please note: after submitting your claim(s) no edits are allowed.' and 'Submit' and 'Clear' buttons. A navigation sidebar on the left lists various options, with 'Reimbursement Request' highlighted.

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