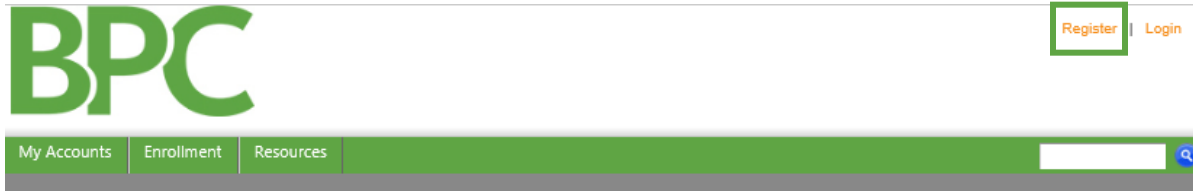


Use the BPC web portal or mobile app (search “BPC Benefits” in your app store) to manage every aspect of your account on the go! Instructions below are designed for the online portal, but the same basic steps also apply if registering on the mobile app.

Step 1: Go to www.mywealthcareonline.com/bpcinc and click Register in the upper-right corner. If you are on a mobile device click on Register upon opening the app.



Step 2: Enter your personal information in the fields provided.

A registration form with the following fields: 'User Name', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'Email Address', 'Employee ID', and 'Registration ID'. The 'Registration ID' field has a dropdown menu with 'Employer ID' selected. There are checkboxes for 'Accept Terms of Use' and 'View Terms of Use'. At the bottom, there are 'Register' and 'Cancel' buttons.

Your **username** must be unique, and may be an email address.

Your **password** must be at least 8 characters and include 3 of 4 character types.

1. Upper case letter
2. Lower case letter
3. Number
4. Special character (e.g. !, \$, *)

Your **Employee ID** and **Registration ID/Employer ID** can be found at <https://bpc.bpcinc.com/people/search>

Step 3: Setup security questions and answers

Please Note: BPC cannot access your password or the answers to your security questions. Please be sure to document this information, including your username, for future reference.

Step 4: Verify all of your information, and submit!

Forget something? – You can retrieve your username by clicking next to “Forgot Your Username” or your password by entering your username, hitting Continue, and then clicking “Forgot Your Password?”