

HealthEquity®

# Employee Dashboard Registration

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# Registering Online

- From the WageWorks.com homepage click Log In/Register > Employee Registration



EMPLOYEES EMI

LOG IN/REGISTER

Employee Log in

Employee Registration

COBRA/Direct Bill Log in

Employer Log in

take care Log in

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Combined to

A remarkable  
benefits partner

Learn More

# Authentication

- Click Next on the Instructions Screen, then enter the requested information about yourself

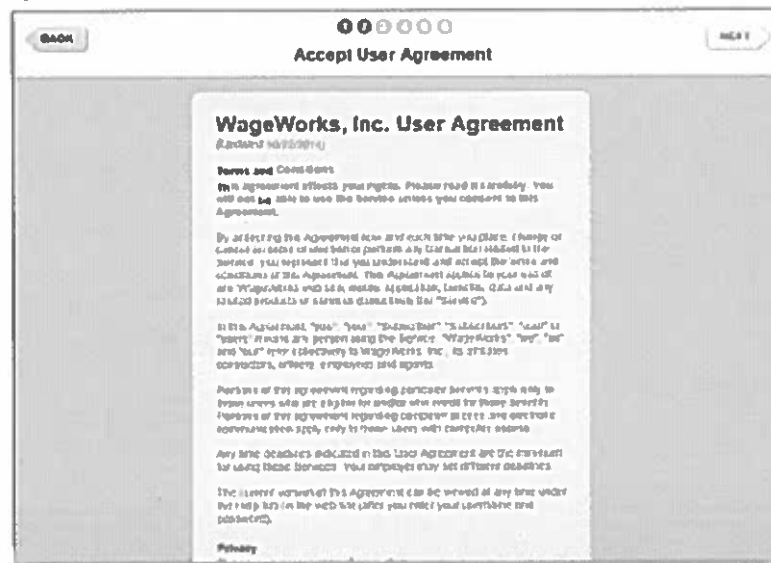
**Note:** Unique ID will be last 4 digits of your Social Security number

The image displays two screenshots from the HealthEquity registration process. The left screenshot is titled 'FIRST TIME USER REGISTRATION' and 'Instructions'. It features a 'BACK' button on the left and a 'NEXT' button on the right. Below the title, it says 'Before You Start' and 'Have your contact and bank information handy'. A section titled 'Follow These Steps' contains seven numbered steps: 1. Identify Yourself, 2. Accept Policies, 3. Enter / Verify Contact Info, 4. Enter / Verify Reimbursement Method, 5. Select Preferences, 6. Select Username & Password, and 7. Confirm Profile & Preference. A large black arrow points from the 'NEXT' button in this screenshot to the 'Identify Yourself' screenshot on the right.

The right screenshot is also titled 'FIRST TIME USER REGISTRATION' and 'Step 1 of 7 Identify Yourself'. It has a 'BACK' button on the left and a 'NEXT' button on the right. A text box at the top says 'Enter the information as it appears in your employer or program sponsor's records. All fields are required.' Below this are several input fields: 'First Name', 'Last Name', 'Date of Birth' (with a note 'MM/DD or M/D format'), 'Home Zip Code', and 'ID Code' (with a note 'Your ID Code is the last 4 digits of one of the following: Your social security number, Your employee number, Code provided by your program sponsor'). At the bottom, there is a CAPTCHA image showing the characters 'R8BMS' and a text box labeled 'Type the characters shown above:'.

# Terms & Conditions

- Review the User Agreement and Terms and Conditions of online account use, accept and click **Next**.



# Username & Password

## Create Username and Password

The screenshot shows a web form titled "FIRST-TIME USER REGISTRATION" with a date of "February 28, 2017". The page has a progress indicator "1 2 3 4 5" where the first step is active. The main heading is "Select Username & Password". A message box states: "We recommend periodic password changes for account security." The form contains three input fields: "Username", "Password", and "Confirm Password". To the right of the "Password" and "Confirm Password" fields, there are two lists of requirements:

**Your username must:**

- Be at least 3 characters long
- May contain any combination of letters and numbers (but no special characters)

**Your password must:**

- Be between 8 and 20 characters
- Include at least two of the following: lowercase letter, uppercase letter, number or symbol
- Not include your last name, first name, username or email

Note: Username must be unique in HealthEquity's entire system

# Contact Info & Reimbursement

- Confirm/update contact information and set your **reimbursement method**

**Note:** Direct deposit can be set up later in the **Profile** section of your account

The image shows two screenshots of a web application interface. The left screenshot is titled "Enter / Verify Contact Info" and contains a "BACK" button, a progress indicator (000000), and a "NEXT" button. It features a text box with instructions: "Enter the residential address where you want us to send you mail. Do not enter your work address, a PO box or other non-residential address. This address will not be communicated to your program sponsor or any other party. Be sure to update your address here whenever it changes and especially notify all others who need to be aware of your new mailing address." Below this are input fields for "Email", "Confirm Email", "Mailing Address", "City", "State" (a dropdown menu), and "Zip". A note on the right says "An address you check often for late orders and City of Info. We bring confirmation." and a note at the bottom says "Limit to primary loc of service, when available". The right screenshot is titled "Enter / Verify Reimbursement Method" and contains a "NEXT" button and a progress indicator (000000). It features a text box with instructions: "Thank. You can have your payments deposited into your personal bank account. If you do not elect direct deposit, payments will be made by check to the address in your Profile." Below this are radio buttons for "Reimburse Payments by" with options "Direct Deposit" and "Check" (selected). There are input fields for "Bank Name", "Bank Account Number", and "Bank Routing Number". A note on the right says "Scroll down to see how to locate Bank Numbers". At the bottom, there are radio buttons for "Type of Account" with options "Checking" and "Savings". A large grey arrow points from the bottom of the left screenshot to the top of the right screenshot.

# Confirmation

Confirm your information and click **Submit**

**BACK** **1 2 3 4 5 6** **SUBMIT**

**Confirm Profile & Preferences**

Carefully review your information before you submit.  
Any errors may delay your order, payments, or other services.

<b>Username and Password</b> <b>Test123</b> *****	<b>Payments to You (when applicable)</b> <b>By Check</b>
<b>Contact Information</b> <b>Ariel Ramirez</b> 123 Main Street 123 Main Street Anywhere, CA 12345 (508) 555-5555 scrub@wageworks.com	<b>Additional Email Options</b> <b>None Selected</b> <b>Text Me Options</b> <b>None Selected</b>

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