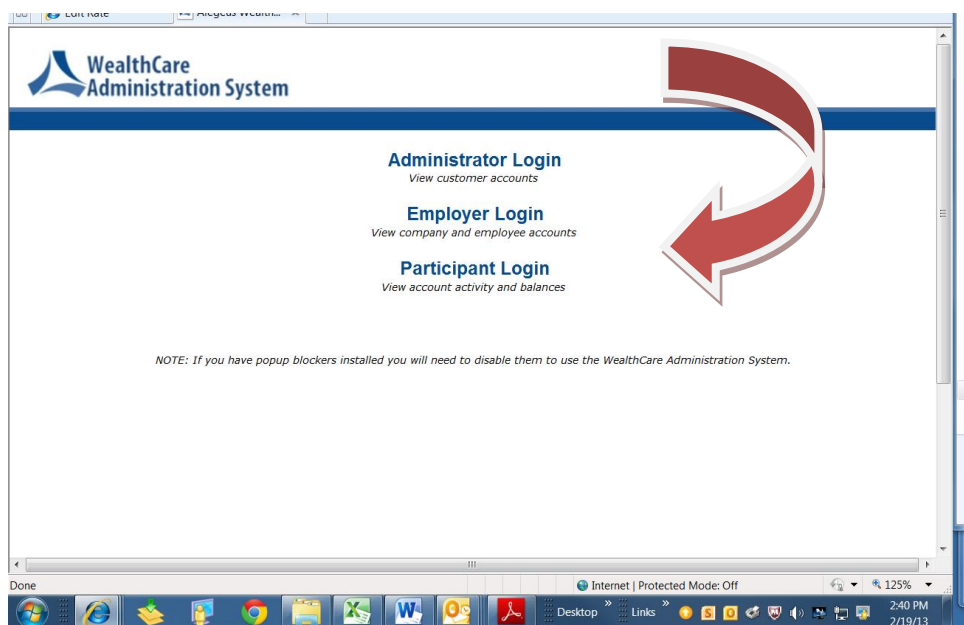


## HRA/FSA/DCAP Account Balances

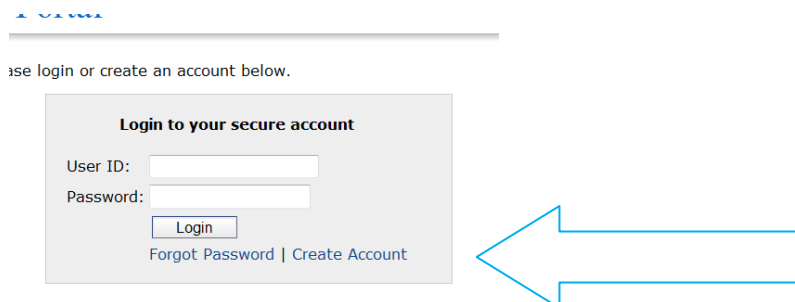
### Access the system and Create an Account

To see your HRA/FSA/DCAP balances:

1. Go to the website [WWW.wealthcareadmin.com](http://WWW.wealthcareadmin.com) (save as a Favorite on your pc)
2. Click [Participant Login](#)



3. Click on **"Create Account"**



(continue on next page)

## HRA/FSA/DCAP Account Balances

### Access the system and Create an Account

4. Enter your name
5. Enter Social Security number as EmployEE ID (no spaces or dashes)
6. EmployER ID: **PITHRA954**  
OR  
 Enter your new debit Card#: xxxxxxxxxxxxxxxx (no spaces or dashes)
7. Create your User id and Password.
8. Fill in the rest of your information.
9. Submit.

## Participant Portal

### Account Creation

Create a new user account.

Enter the information below to create your account. Please contact your Administrator for questions regarding access to this site or for questions about balances and statements.

<b>Name *</b>	<input type="text"/>	<input type="text"/>	<a href="#">?</a>
	First	Last	
<b>Employee ID *</b>	<input type="text"/>		<a href="#">?</a>
<b>Employer ID *</b>	<input type="text"/>		<a href="#">?</a>
	or		
<b>Card Number *</b>	<input type="text"/>		<a href="#">?</a>
<b>New User ID *</b>	<input type="text"/>		<a href="#">?</a>
<b>Password *</b>	<input type="text"/>	<input type="text"/>	<a href="#">?</a>
	Password	Confirm Password	
<b>Security Word * (Mother's Maiden Name)</b>	<input type="text"/>		<a href="#">?</a>
<b>Birth City *</b>	<input type="text"/>		<a href="#">?</a>



**Don't get locked out!**

**When you are trying to logon to this site, **STOP** before you fail 3 times!**

If you can't get in by the second attempt, it's time to use the hint. That's the key.

Click "forgot password" and you can get in by answering your security questions.



You can also call or email Susan Newkirk for assistance.

615-687-2840    snewkirk@cbjw.net

