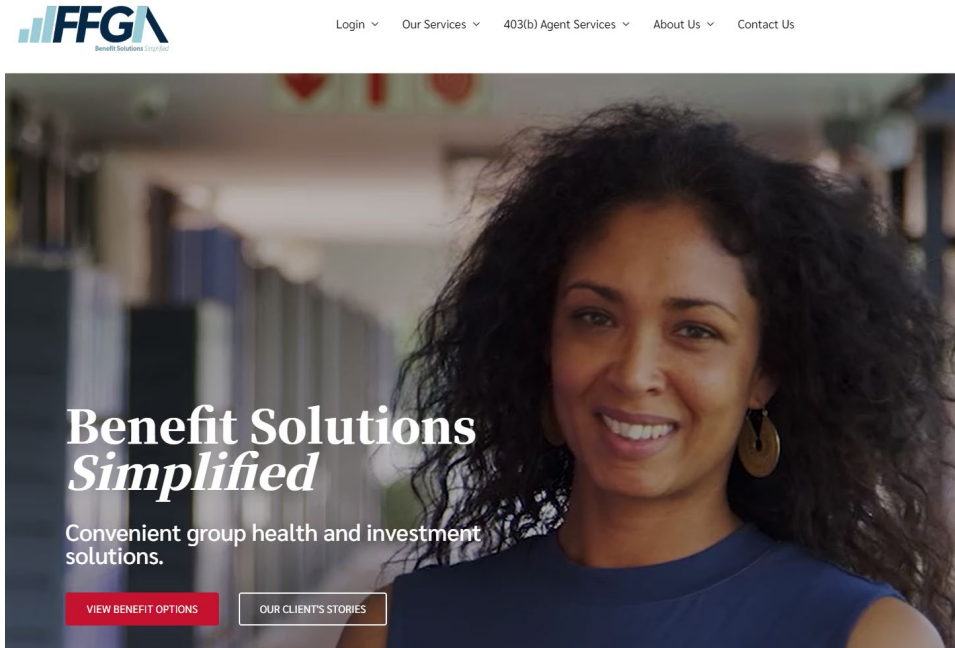


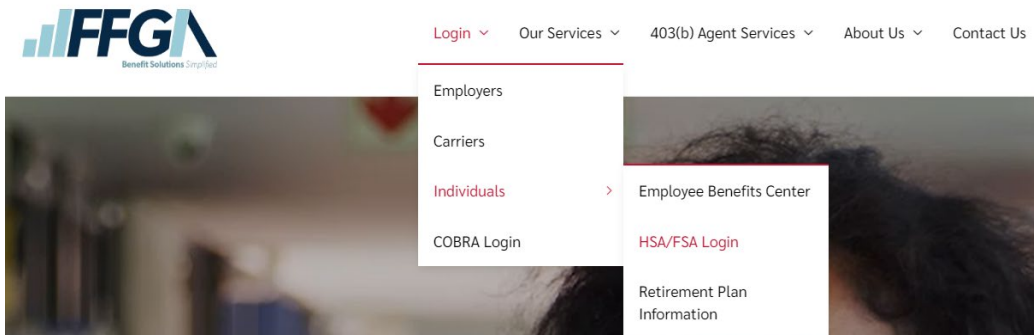
Navigating Participant Portal

Navigate to www.ffga.com

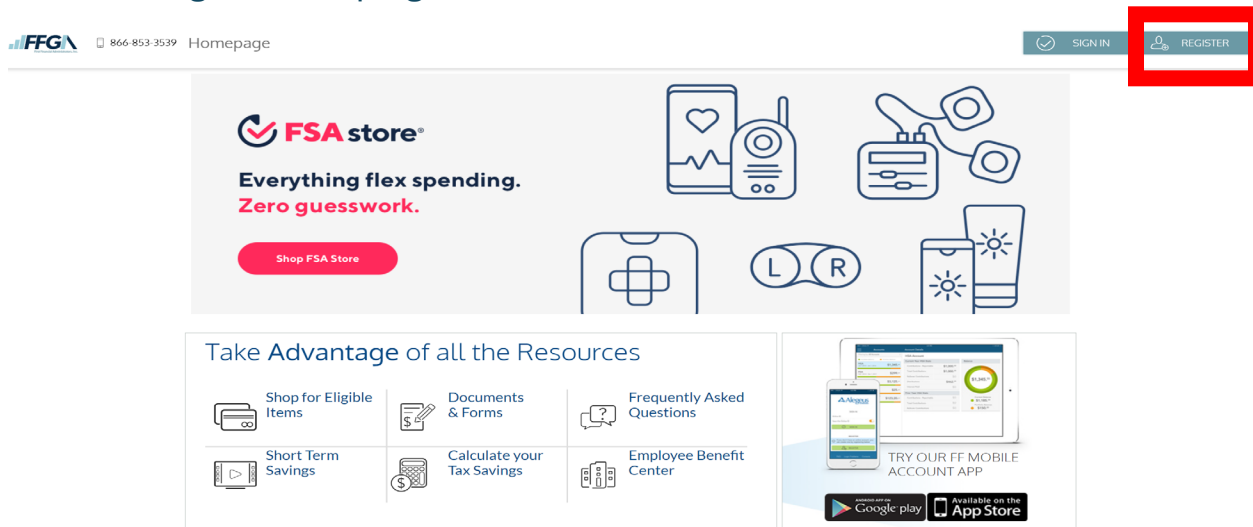


Access the Login drop down menu.

Click on **HSA/FSA Login** – it appears in a drop down menu and will redirect to: <https://ffa.wealthcareportal.com/Page/Home>



Click on Register in top right corner



Step 1: Personal Information

Required fields must be completed for registration:

- First Name – first legal name
- Last Name – last legal name
- Zip Code – Zip code used when benefits were enrolled
- Do not check the box regarding receiving debit card

Registration Instructions

During the registration process you must use your Social Security Number without dashes for your Employee ID and the email address entered must be the one used during open enrollment; otherwise the account will not be able to authenticate. Need Tech Support? Contact us at: (866) 853-3539 or techsupport@ffga.com



You are on step 1 of 6

Let's get you registered - please provide the information below.

First Name *

Last Name *

Zip Code *

☐

Check this box if you received a debit card for your benefit account.



Step 2: Personal Information

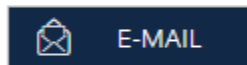
One-Time Passcode Verification – choose an option via email or text message to receive a One-Time Passcode



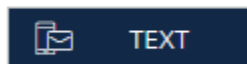
You are on step 2 of 6

We found you! Pick a method to receive a verification code now.

Send code to email: **t***@ffga.com**



Send code via text: *****-***-6136**



[I cannot receive a verification code](#)

- Enter the code

Enter the verification code that you received via **SMS** below:

Note - Do not share your verification code with anyone else

OTP will expire in 14m 46s

Step 3: User ID and Password Creation

- User ID – this field must be unique; like an email address, no 2 participants can have the same username. If during the registration process you receive a message “user id already exists”, please choose a different username – as that username is already taken by a different person
- Enter/Verify Mobile Number
- Password – must be between 8 and 16 characters and must have 3 of the following 4-character types:
 - AN UPPER CASE LETTER
 - lower case letter
 - Special Character (such as: %, \$, @, etc.)
 - A number



Create a user name, email and password for your account.

 User Id *	
 Email *	t***@ffga.com
 Mobile Number	
 Password *	
Password Strength	
 Confirm Password *	

 CANCEL	 BACK	 NEXT
--	--	--

Step 4: Security Questions

- Select the questions you want to answer and enter the answer in the box



Select Question 1 *	What was your boss's first name at your first job?
Question 1 Response *	Type your answer here
Select Question 2 *	What is the name of the hospital your youngest child...
Question 2 Response *	Type your answer here
Select Question 3 *	What is your eldest child's middle name?
Question 3 Response *	Type your answer here
Select Question 4 *	What is your grandfather's middle name (your father'...
Question 4 Response *	Type your answer here

 Please use the select boxes labelled select question 1, select question 2, select question 3, and select question 4 to choose questions which are relevant to you and then enter answers to those questions.

 CANCEL	 NEXT
--	--

Step 5: Confirm Email



You are on step 5 of 6

First Name

APRIL

Last Name

SHOWER

Confirm Email *

The email address entered is used for security encryption only. It is not used for solicitation purposes.

CANCEL

NEXT

Step 6: Confirm Security Questions and Submit

Participant can review the security questions and answers, once confirmed → click Submit



You are on step 6 of 6

Your setup information has not yet been submitted. Please verify your information below before clicking Submit. If you need to make a change before submitting, click the appropriate Edit info link

Questions and Answers

Question 1

EDIT INFO

What was your boss's first name at your first job?

Question 2

What is the name of the hospital your youngest child was born in?

Question 3

What is your eldest child's middle name?

Question 4

What is your grandfather's middle name (your father's father)?

Personal Information

First Name

APRIL

EDIT INFO

Last Name

SHOWER

Email

test@ffga.com

CANCEL

SUBMIT

Click Done – you should then be logged in to your online account

Success

You have successfully completed the registration process

The next time you sign on to access your account information you will be asked to provide your **username and password**

To protect your personal information you may occasionally be required to complete additional authentication

DONE