

# ACCOUNT LOGIN

Cardholders can view their account online at anytime. It's quick, easy and convenient! Please make sure popup blockers are off...

--Using Internet Explorer, go to [www.wealthcareadmin.com](http://www.wealthcareadmin.com) and select "Participant Login". Enter the User ID you created. Remember, if asked to change your PW, your Employee ID is the first two letters of your last name lower case and the last four digits of your Social Security number. If you have NOT created an account online, use the following instructions:

--Click on "Create Account"

--Enter your name as it appears on your card and your Employee ID, which is the first two letters of your last name lower case and the last four digits of your Social Security number i.e. cu1234

--Enter your card number (Employer ID is not necessary)

--Create your own user ID. Use "Welcome1" for the PW (after you sign in the first time, it may ask you for a new password) and complete the rest of that section.

--Hit the submit button. You are ready to log in!

When creating your password, keep in mind the following rules:

- Password cannot be same as the username, and cannot contain the username.
- Password cannot contain a single repeating character whether capital or lowercase. A repeating character is defined as repeating 3 or more times. For example, AAA is invalid. AaA is valid because the middle "a" is lowercase.
- Minimum password length is 8 characters.
- Maximum password length is 16 characters.
- Special characters, uppercase, lowercase and numeric characters are allowed as part of the password. The following special characters are allowed ~ ! @ # \$ % ^ & \* ( ) \_ + = ` < > ? / \ - ; : " ' [ ] { }
- Password must contain an instance of at least three of the following four types of characters:
  - o An upper case character such as A
  - o A lower case character such as a
  - o A special character such as \$
  - o A number such as 9
- No spaces are allowed in the password