



GROUP ADMINISTRATORS, LTD.

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Employee Website – A Guide to Accessing Your Benefits Account

To access account balance information, please log onto gal.wealthcareportal.com.

Once you are on the Home Page:

1. Enter your User ID* then click on the Sign In button.
2. Enter your password* then click the Sign In button.

*You will use the same User ID and password from the www.wealthcareadmin.com website.

OR

If this is the **first time** accessing the website, select “Register”

To “Register” you will need to enter the following information:

- New Username (Enter a number other than your SSN to identify you to the system. You will use this User ID when logging into this system as indicated in Step 1 above.)
- Personal Password (to be chosen by you)
- Re-confirm password
- Name (Enter as displayed on the employee’s debit card)
- Enter email address
- Employee ID (this is your Social Security Number, numbers only, no dashes or spaces required)
- Registration ID (select Card Number)
- Card Number (Enter employee’s Debit Card Number, numbers only, no dashes or spaces)
- Accept the Terms of Use by checking the box.
- Click NEXT to move on to Step 2.
- Select 4 security questions and answer the questions.
- Click NEXT to move on to Step 3.
- Confirm your email address.
- Click NEXT to move on to Step 4.
- Review your entries. Click Edit Info to make any changes.
- Click SUBMIT and you are done.

The following information can be accessed via the Website:

- _ Account balance information
- _ Transaction History
- _ Status of the claim - approved, pended, denied, etc.
- _ Email statements to personal email address
- _ Sign up for balance alerts via SMS Text Messaging

If you have any questions, please contact Craig Anderson at 800-323-1683 ext. 297.