



**HEALTH REIMBURSEMENT ACCOUNT
PARTICIPANT WEB PORTAL INSTRUCTIONS**

**EBA/EBC
3125 Airport Parkway NE
Cambridge, MN 55008
1-888-507-6053**

Managing your accounts through EBA's web portal is easy and convenient. You are now able to submit claims online and view your account activity.

GETTING STARTED

- Go to <https://www.yourplanaccess.net/ebc/>

Your account has already been set up for you.

Username: Your full Social Security Number (no spaces or dashes)

Password: The last 4 digits of your Social Security Number

Please sign into your account using the temporary sign on information provided to you as soon as possible. Once you sign in you must change your password. Follow the instructions on the screen. **Note:** You do not need to change the username (if you leave that field blank your original username will remain as the default).

TO ENTER YOUR DIRECT DEPOSIT INFORMATION

Click: **Personal Profile Tab** on the top of the tool bar

Click: **Direct Deposit** located in the window pane on the left

You will then see a box that you can enter your account information.

Click: **Submit**

TO SUBMIT A WEBCLAIM

Click: **Claims Tab** on the top of the tool bar

Click: **Claim Entry** (In the window pane on the left)

Fill in the following fields:

- Select benefit
- Person receiving benefit
- Start and end date of service
- Service Provider (type of transaction, i.e., copay, Rx, etc.)
- Description (merchant, i.e, Feel Good Pharmacy, etc.)
- Cost of service

Click: **Add**

Review the claim thoroughly if everything looks good.....

Click: **Save and Continue**.

Once your claim has been successfully saved....

Click: **Submit Claim**

Select the claims you want to add attachments to;

Click: **Add Attachment**

Click: **Upload Attached Files**.

You will receive a confirmation ID after your claim and attachments are successfully submitted.

TO CHANGE YOUR PASSWORD

Click: **Personal Profile Tab** on the top of the tool bar

Click: **Password Change** in the window pane of the left

You will then see a box that you can enter a new user id and/or password.

Click: **Submit**

TO VIEW CLAIM HISTORY

Click: **Claim** tab

Complete the following fields:

- Plan year
- Benefit
- Month or date range
- Dependent

Click: **Submit**

You will see a history of your claims and claim status.

If you have any questions or difficulty signing into your account, please call EBA/EBC at 1-888-507- 6053 and an EBA/EBC representative will be happy to assist you.