

# Mobile App Overview

## Access Benefits On-Demand

with the  
My Benefits Work  
Mobile App

Enjoy your benefits anytime, anywhere through the  
**My Benefits Work mobile app** and web portal.

### Benefits Are Just a Tap Away

The mobile app serves as your one-stop-shop for benefit access. See all your benefits on the dashboard and click each one for how-to guides, videos, and quick links to important benefit actions.

### Add Cards to My Wallet

Store and view all your benefit cards in one place with My Wallet. Easily add your cards for medical insurance, HSA, and more with a quick picture, then change the order of cards to fit your preferences. When you need to access a phone number or present the card to a provider, just tap the appropriate card.

### Dependents Have Access, Too!

Add your spouse and legal dependents to your account and they'll be able to use your benefit program, too. Use this feature by clicking on the menu in the top right corner, then click on My Dependents.

Dependents 18 and older can create their own unique logins under your account. Invite them to create a profile and they'll receive an email to get started.



### Get Started Now



1. Download the **My Benefits Work mobile app** on the App Store or Google™ play Store
2. Use your Member ID and Group ID to register

# Mobile App

## How to Access your Benefits

Follow these easy steps to start using your benefits:

### 1. Download

Download the My Benefits Work mobile app from the App Store or Google™ play.



### 2. Register

Register your account on the app or the web portal – you only need to register once and your login will work for both.

### 3. Enter ID

Use your Group ID and Member ID from the front of your membership card.

### 4. Enter Email

Enter your email address – this will be your username for the app and portal.

### 5. Enter Phone Number

Enter your mobile phone number and a password, then proceed.

### 6. Confirm

You will be prompted to confirm your account through text message or email. Enter the code and continue.

## After You've Registered, Start Exploring!

- Easily access your benefits, all in one place
- Keep your benefit and insurance cards organized in My Wallet
- Add your spouse and dependents to your benefit program
- Get live support by chat or phone call



# How to Add Your Dependents

## Follow these easy steps to ensure your dependents are registered

### Mobile App

1. Log on to the **MyBenefitsWork app**
2. Tap the **menu button** in the top right corner of the home page
3. Select "My Dependents" from the menu
4. Select "Add New" and enter the details for each dependent you wish to add

#### For Dependents Over 18\*:

Once you register your dependent(s) and the invite is sent, they will receive an email containing their **Member ID** and **Group ID**. To continue, *the dependent must download the MyBenefitsWork mobile app on their own device.*

Once the mobile app is open, the newly registered dependent(s) must select "**Register**" to complete their own member registration by entering:

- Member ID and Group ID
- First and last name
- The email dependent wishes to associate with the mobile app

Complete the registration steps and verify your account.

### Web Portal

1. Visit <https://mybenefitswork.com/login>
2. Select your full name in the top right corner of the screen
3. Select "My Profile" from the dropdown menu
4. Select "My Dependents" from the left sidebar menu
5. Click on "Add Dependents" and enter the details for each dependent you wish to add

#### For Dependents Over 18:

Once you register your dependent(s) and the invite is sent, they will receive an email containing their **Member ID** and **Group ID**.

The newly registered dependent(s) must open the MyBenefitsWork member portal, click "**Register**" and on the next screen, complete their own member registration by entering:

- Member ID and Group ID
- First and last name
- The email dependent wishes to associate with the mobile app

Complete the registration steps and verify your account.

### By Phone

1. Call Member Services at 800.800.7616
2. Request to add a dependent

Member Services is available Monday through Friday from 7 a.m. to 7 p.m. and Saturday from 8 a.m. to 5 p.m. CST

**Please note:** The Member Services call center is closed on Sundays and most major holidays (but the app is always open).



Download the **My Benefits Work Mobile App**  
800.800.7616 | [MyBenefitsWork.com](https://MyBenefitsWork.com)

*\*Dependents 18 and over will need to be invited as their own user of the mobile app or web portal.*