

How to create your account

1. Go to www.pbaclaims.com and click the **Employees** tab located on the Secure Login link.
2. Click **Need to sign-up for a new account?**
3. Click **Agree** if you agree to the terms and conditions.
4. Enter your date of birth (mm/dd/yyyy) and member ID. Click **Next**.
5. Input your e-mail, which will be your user name, create your own password and select three Hint Questions and Answers. Click **Next**.
6. Verify your information and click **Finish**.

How to access your account

1. Go to www.pbaclaims.com and click the **Employees** tab located on the Secure Login link.
2. Enter your **Username** and **Password**.
3. Click on the **View FSA/ HRA /HSA** button.
4. For additional information, please click on the **Tools and Support** tab on the menu bar. Choose the **Next Steps Form**

How to add direct deposit to your account

1. Click on View FSA/HRA/HSA
2. Click on Tools & Support Under How Do I?
3. Click on Change Payment Method
4. Click update on the current plan that you want to change
5. Under Alternate Payment Method, Click on Direct Deposit and enter banking information.
6. Click Submit to save changes

How to change the banking information on your account

1. Click on View FSA/HRS/HSA
2. Hover over Accounts and click on Banking under the Profile section
3. Click on Profile / Banking
4. Click on View / Update to change your banking (click submit once done with your change)
5. Click on Remove should you want to remove your banking