



Benefits Management Center Registration Process

Benefits Management Center Registration

1. Metadata	2
1.1. Document Purpose	2
1.2. Intended Audience.....	2
1.3. Document Context.....	2
1.4. Glossary/Acronyms.....	2
1.5. Version History.....	2
2. Logging into System	3
3. Entering Registration Information.....	4
4. Setting Up Username and Password	5
5. Finalizing the Registration	6
6. Security Question Set-Up.....	7

1. Metadata

“Metadata” is data about data. This section contains the purpose for writing the document, the intended audience, how this document fits with other client documents, and a glossary of terms that are used throughout the document.

1.1. Document Purpose

This document details the steps taken by a user to register within the Benefits Management Center (BMC)

1.2. Intended Audience

This document is intended for use by anyone who has the need to use the BMC, which includes but is not limited to: employees, HR staff members, and FBMC functional team members.

1.3. Document Context

This document is to be used within the context of the Benefits Management Center (BMC) application. A low level of familiarity with the BMC’s functionality is necessary to fully understand this document.

1.4. Glossary/Acronyms


Term/Acronym	Definition/Expansion
BMC	Benefits Management Center.
FBMC	FBMC Benefits Management

1.5. Version History

Date	Author(s)	Version	Revision Description
10/02/2014	FBMC	1.0	Initial Document
05/21/2015	FBMC	1.1	Formatting Modifications
07/31/2015	FBMC	1.2	Registration Modifications

2. Logging into System

- Log into the BMC using the address: <https://bmc.myfbmc.com>
- Click on “Register”

 **Log into your profile**

Username:

Password:

Log In Remember my login information
Forgot your [Password?](#)

New to FBMC? [Register](#) for access to your benefits!

Changed your username? Enter your [validation](#) code.

Reset your password? Enter your [reset](#) code.

3. Entering Registration Information

- Enter First Name, Last Name, and ZIP Code.

* First Name:

* Last Name:

* ZIP Code:

- Enter FBMC ID, Employee ID number OR full Social Security Number, then click Continue.

* Identification Type: ▼

* Identification Number:

4. Setting Up Username and Password

- Users have the ability to verify information the system found based identifying information input on the previous screen, prior to setting up the username and password.

We were able to locate you in the system. Please verify this information is correct, and proceed in creating your username and password. Fields marked with an asterisk (*) are required.

First Name:
Last Name:
ZIP Code:

Based on this information we matched you to the following employer(s). Please review this information before proceeding. If you do not see the expected employer(s) please contact the FBMC Service Center at 1-855-5MYFBMC for assistance.

Client Name	FBMC Employee ID
-------------	------------------

- The user will be asked to enter an email address (work or personal), confirm the email address (re-enter the same email address). This will become the **username** for the user.

* Email Address:

* Confirm Email Address:

- The user will be asked to enter a password, confirm the password (re-enter the same password). This will become the **password** for the user.

Please create a password for your profile using the fields below. Your password must be 8 to 20 characters in length, with at least one number and one special character.

* Password:

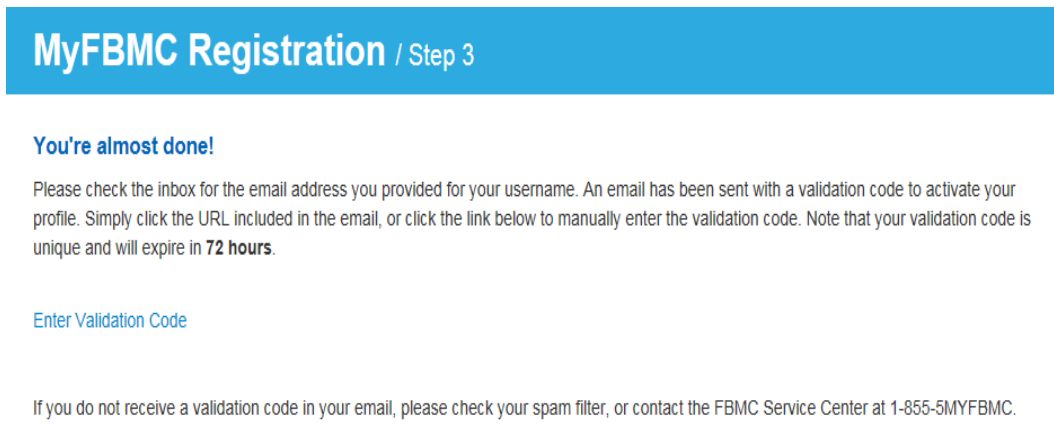
* Confirm Password:

- The user will be asked to accept the information detailed below to complete registration.

By clicking on the 'I accept' below you are agreeing that FBMC has the right to monitor, track and record all activity conducted by you while accessing the website. Information obtained in the course of such monitoring may be used to document misconduct or criminal activity, with no notification or statement of cause. Under no circumstances will you assume or attempt a different level of access that what is granted to you with this registration. Access to this website is restricted to persons with authorized accounts. Any access that is not explicitly authorized is prohibited.

5. Finalizing the Registration

- The user will receive a message stating an email with a validation code has been sent to the inbox associated with the username (email address) with which he/she provided during the registration process.



MyFBMC Registration / Step 3

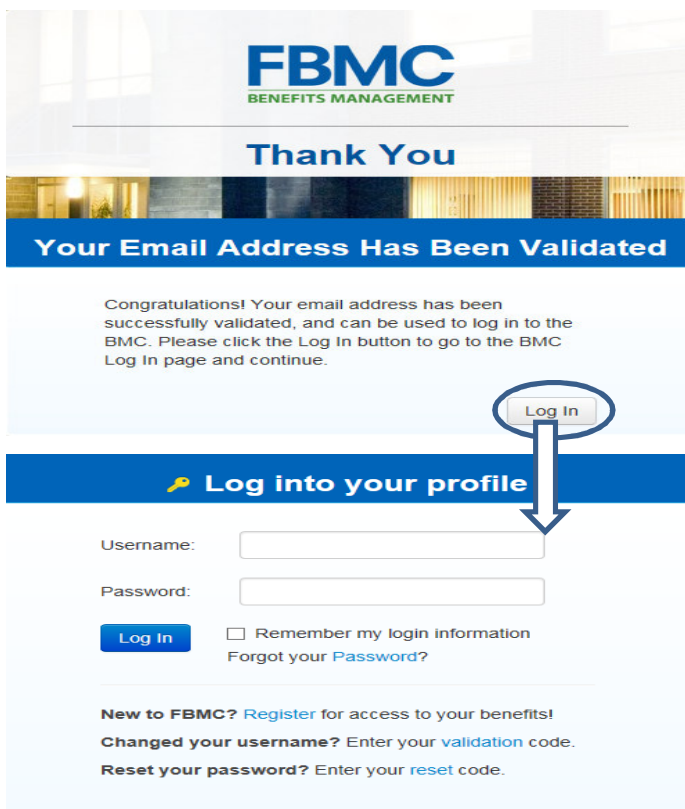
You're almost done!

Please check the inbox for the email address you provided for your username. An email has been sent with a validation code to activate your profile. Simply click the URL included in the email, or click the link below to manually enter the validation code. Note that your validation code is unique and will expire in **72 hours**.

[Enter Validation Code](#)

If you do not receive a validation code in your email, please check your spam filter, or contact the FBMC Service Center at 1-855-5MYFBMC.

- If the user clicks the link in the email OR copy and pastes the link contained in the email OR clicks on “Enter Validation Code” and pastes in the Validation Code, the user will receive a message informing he/she the email address has been validated. By clicking “Log In”, they will be taken to the log in page to enter the Username and Password combination just set up.



FBMC BENEFITS MANAGEMENT

Thank You

Your Email Address Has Been Validated

Congratulations! Your email address has been successfully validated, and can be used to log in to the BMC. Please click the Log In button to go to the BMC Log In page and continue.

Log In

Log into your profile

Username:

Password:

Log In Remember my login information
[Forgot your Password?](#)

New to FBMC? [Register](#) for access to your benefits!
Changed your username? Enter your [validation code](#).
Reset your password? Enter your [reset code](#).

6. Security Question Set-Up

- The first time a user logs into the system, he/she will be asked to set up a security question that will be utilized if the user needs to perform a password reset.
- The user will Select a Security Question, enter the answer, and click Save.

My Profile / Set Security Question

Please select a security question from the drop-down menu. Type your answer in the given fields, and then click "Save". You will be prompted to answer this question whenever you attempt to reset your password.

Security Question:

Answer:

Select Security Question

- What was the model of your first car?
- What is your pet's name?
- What is the title of your favorite book?
- What was your childhood nickname?
- What is the name of your favorite childhood friend?
- What school did you attend for sixth grade?
- What was the last name of your third grade teacher?