

Electronic Account Access Notice For Flexible Benefit Plans

PLEASE NOTE: This website does not provide information related to your insurance coverage or access to you Explanation of Benefits. Please contact your plan administrator if you have questions or contact the PB&H Benefits Participant Hotline at 888-629-2363.

As a participant in a Flexible Benefit Plan administered by PBH Benefits, you can access your account 24 hours a day/ 7 days a week thru the Internet:

Web Access: Go to <https://www.pbhbenefits.com> and select Participant Login. In the spaces provided, enter your social security number without dashes as your user ID and the last four digits of your social as your password. This is your default user log in; you should change your password once you have accessed the system the first time.

You can view the following information via web access:

- Current Account Balance
- Transaction History

You have the ability to initiate the following via web access:

- Change your UserID and Password upon initial log in or at anytime
- Update your personal or dependent information (if applicable)
- Print or submit claim forms

Electronic Claim Submission: To submit claims after log in to our website:

- Select “Claims” in the top menu.
- Select “Claim Entry” in the left side menu.
- Enter claim information and press “Add” in Step 1 of 3.
- After adding all claims, press “Save and Continue”.
- Select how you will submit your receipts in Step 2 of 3.
- If sending receipts by email or fax, print confirmation page OR if sending electronically, attach .pdf file of receipts in Step 3 of 3.
- *Please note: this option may not be available in all plans; contact your plan administrator or PB&H Benefits for more information.*

Participant statements are mailed directly to you quarterly; however, the Internet provides more immediate access to account and fund information.

If you have any questions or need additional information on electronic access to your account, please call the PB&H Benefits Participant Hotline at (254) 741-6688 or toll free at 1-888-629-2363.

