



HOW TO ACCESS YOUR HEALTHCARE WEBSITES

For your convenience, we have put together this handy instruction sheet for accessing your healthcare information online. The look and navigation of these websites are subject to change without prior notice! All provider sites are secure and completely confidential.

➤ How do I access Employee Benefits forms and Plan documents on the College's Internet or Portal?

- In your browser (**do not type http nor www**), type benefits.daytonastate.edu
- Feel free to click on and explore all of the informational pieces we have put together for you!
- If you do not have internet access and have a question, please contact the Employee Benefits Department at (386) 506-3082 or (386) 506-3083

➤ How do I access my health care claims, Explanation of Benefits (EOB's), and track my Healthcare and/or Dependencare Flexible Spending Account?

- Log onto www.f-m-h.com/HPA
- At the top of the screen, click on the **Members** button
- If you have already registered on this site, simply log in using your User ID and Password
- If you are a first time user, you must register first
- On the right side of the screen, under the **Instructions** heading, click on **New User Registration Form:**
- When completed, click on the **Submit** button
- Now, using your newly created User ID and Password, you can log into the site and check your claim status, print your EOB's, check your flex balance, and explore the many other informative areas.
- If you do not have internet access and have a question, you may contact the FMH Claims and Eligibility Department at 1-866-500-5048

➤ How do I track my flexible spending account debit card balance (Benny card)?

- Log onto www.mybenny.com
- If you have already registered on this site, simply log in using your User ID and Password
- If you are a first time user, you must register first (follow the steps below)
- At the **First time using MyBenny?** Click on **Please register**
- **Enter the following: Member ID** (this will be your Social Security Number – no spaces). **Card number** (located on the front of your red Benny card), and your zip code
- Create your user account and follow the instructions given
- If you do not have internet access and have a question, you may contact the FMH Flexible Spending Account Department at 1-866-500-5048

continued



➤ **How do I access my Health Risk Appraisals (HRA's), Life Style Tools, and other informative health news?**

- Log onto www.ppha.com
- If you have already registered on this site, simply log in using your user name and password
- If you are a first time user, you must register first
- On the right side of the screen, click on **register now** and complete the required information by following the instructions given
- Now, using your newly created user name and password, you can log into the site and access your HRA results at your convenience, use the Life Style tools, read health related news letters, etc
- If you do not have internet access and have a question, please contact PPHA at 1-888-522-7742

➤ **How do I access my health plan enrollment or change my beneficiary designation?**

- Log onto www.benefitsolver.com
- If you have already registered on this site, simply log in using your user name and password (that you created)
- If you are a first time user, you must register first
- On the right side of the screen, you will see **I am a First time User** heading
- Click on the green **Register** button and follow the instructions given
- When asked for our company key, type **HPA** (all caps)
- If you do not have internet access and have a question, please contact the Employee Benefits Department at (386) 506-3082

