

# FIRST TIME USER PROCESS

1. Go to [www.f-m-h.com/HPA](http://www.f-m-h.com/HPA) and once you arrive there, you will click the third box on the right, to start the registration.



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Log In:

Members

Providers

Brokers

Our Culture

Resources



## Welcome. We're glad you're here.

FMH specializes in personal employee benefits administration. We assist employers with implementation and management of benefit programs. Our primary goal is to continually develop and refine our process to assure satisfaction and ease of use.

Learn more about us. Or tell us about you, contact us.



To view open enrollment documents and instructions click here.



To view in-network providers, pharmacies and other vendors Click Here



Daytona State College and Radiology Associates  
Open Enrollment Click Here

2. Once you arrive there, you will click on the **Register** button.



Welcome, please login below.

User Name:  (case sensitive)

Password:

Login

[Forgot your password?](#)

### I am a First Time User

Click below to create a new User Name and Password. Registration is easy and will only take a few minutes.

Register

# FIRST TIME USER PROCESS

3. Type in your Social Security Number, Company Key and Date of Birth. Your Company Key is 'HPA'. The company key is case sensitive and should be typed with all capital letters; do not include quotation marks.

The screenshot shows the 'User Information' registration page. A box labeled 'HPA' is positioned above the 'Company Key' input field, with an arrow pointing to it. The page features a sidebar on the left with the following navigation options: 'User Information' (selected), 'Electronic Signature', 'Create Account', 'Account Confirmation', and 'Sign In'. The main content area contains the following text: 'Welcome to Benefitsolver! Here you can create your User Name and Password for the Benefitsolver system. To verify that you already have an account in our system, please enter your Social Security Number or Member ID, Company Key (provided by your benefits administrator) and Date of Birth in the fields below. All fields below are required. If necessary, contact your benefits administrator to obtain your Company Key. After you have completed these fields, click on Continue to move to the next step.' Below this text are three input fields: 'Social Security Number or Member ID:' (with a placeholder '(123-45-6789)'), 'Company Key:' (with a placeholder '(case sensitive)' and an arrow pointing to the 'HPA' box), and 'Date of Birth:' (with a placeholder '(MM/DD/YYYY)'). At the bottom of the form are 'Continue' and 'Cancel' buttons.

4. Read through the Electronic Signature notification and click 'Accept' to move forward.

The screenshot shows the 'Electronic Signature' notification page. A box labeled 'Accept' is positioned above the 'Accept' button, with an arrow pointing to it. The page features a sidebar on the left with the following navigation options: 'User Information', 'Electronic Signature' (selected), 'Create Account', 'Account Confirmation', and 'Sign In'. The main content area contains the following text: 'Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.' Below this text is a long paragraph of legal consent: 'By clicking "I Agree" below, I here by consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signatures in Global and National Commerce Act of 2000 (ESIGN) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.' At the bottom of the form are 'Accept' and 'Decline' buttons.

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5. Create your User Name and Password. Confirm your password (at least 7 characters). Select your security phrase and answer. Click **'Continue'**. Please make a note of your ID and password for future use.



**New User Registration**

- ✓ User Information
- ✓ Electronic Signature
- Create Account**
- Account Confirmation
- Sign In

**Create Account**

Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 7 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one.

The Password must also be at least 7 characters and contain no spaces. A combination of numbers and letters is **required** for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it.

Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future.

User Name:  (case sensitive)

Password:  Strength: Strongest

Confirm Password:

Security Phrase:

Answer:

## Helpful Hint:

There are 3 Security Phrases you can choose to help if you forget your password in the future. Please choose the phrase that best suites you.

6. Click **'Continue'** to proceed to Login Page.



**New User Registration**

- ✓ User Information
- ✓ Electronic Signature
- ✓ Create Account
- Account Confirmation**
- Sign In

**Complete**

You were successful!  
You have successfully created a User Name and Password.

You may login with your new information by clicking on the button below.

7. **Login** with your **new** User Name and Password that you just created in step 5 above.



Welcome, please login below.

User Name:  (case sensitive)

Password:

[Forgot your password?](#)

I am a First Time User

Click below to create a new User Name and Password. Registration is easy and will only take a few minutes.