## Steps to registering as a new user

Please login to <u>www.myFBMC.com</u> site. Remember, if you have never registered, you will have to register and create an account.

LOGIN:	
Email Address:	
Password: Submit	
Forgot your password? Click Here	
New Users:	
Click here to register a new account	_
Have a Registration Code?	
Click here to enter a registration code	
Need help logging into the System?	
Click here for Frequently Asked Questions	

If you are a new user and never have been on the enrollment site before, you must select, "New User". (see red arrow above) Using ONLY, FIRST, LAST, MAILING ZIP, EMAIL & SSN to register and create password and account. Do not use the Employee ID, the social security number is better. If you are a returning employee and not sure if you have an account, please contact benefits or respond to the email you received.

Please make sure that you have immediate access to the email that you use to register, as you will receive an email registration code to complete the registration process.

User Registration		
Required fields are marked with an asterisk (*).		
First Name: *		
Last Name: *		
Mailing Zip Code: * (5 digits)		
Email Address: *		
Confirm Email Address: *		
Don't have an email address? Click here to get an email address if you do not have one		
Enter one of the following fields		
FBMC ID:	<u>What's this?</u>	
Employee ID:	No dashes, no spaces	
SSN: XXXXXXXX	Vo dashes, no spaces	
Please enter a password. (min. 8 characters) Password: *		

You will receive a registration code with the email used to register. Please be sure to verify with the code in order to create the account and complete registration.

If you are already registered and forgot your password, you must select, "forgot your password" (see blue arrow)

If you do not remember what email you used to log in, you may call FBMC Customer Service at 855-569-3277 and they can assist you. Our onsite FBMC Representative's Lacey or Wiley can also assist with this information.