EMPLOYEES

How to Access Your RHS Benefits Card Account

Your **RHS Benefits Card** is linked to an account that provides information on your account balances and transactions from your benefits card. You can access your account on-line through a website run by **Alegeus WealthCare Admin**. Here's how:

1. Call RHS Customer Service at **800-548-7677, option 2,** to get your **Employee ID Number**. This is a unique number that you will need to gain access to your account. The number is not on your benefits card.

2. Visit **www.wealthcareadmin.com/default.aspx** and select "**Participant**." This brings you to the Participant Portal.

3. Select the "**Create Account**" link.

4. Enter your **First** and **Last Name** and **Employee ID Number** in the spaces provided. Please call Customer Service at 800-548-7677, option 2, for your Employee ID Number.

5. Enter your **Card Number** in the space provided. The number appears on your RHS benefits card. Do NOT enter an Employer ID Number.

6. Complete the rest of the form with your own information. You will need to supply a **User ID**, a **Password**, and your **Birth City**. You also have the option of providing Alegeus with your e-mail address, but this is not required.