



## 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 **Alegus WealthCare Admin**. Here's how:



Welcome to Your CDH Account Administration Platform  
Please choose your login type below.

<b>Administrator</b> View customer accounts	<b>Employer</b> View company and employee accounts	<b>Participant</b> View account activity and balances	<b>Partner User</b> View Partner user accounts

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.

**Participant Portal**

Welcome, please login or create an account below.

**Login to your secure account**

User ID:

Password:

[Forgot Password](#) | [Create Account](#)

3. Select the **“Create Account”** link.

Enter the information below to create your account. Please contact your Administrator for questions regarding access to this site or for questions about balances and statements.

**Name \*** First  Last

**Employee ID \***

**Employer ID \***  or **Card Number \***

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.

**New User ID \***

**Password \*** Password  Confirm Password

**Security Word \*** (Mother's Maiden Name)

**Birth City \***

E-mail Address

E-mail Options  Send E-mails

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 Alegus with your e-mail address, but this is not required.