

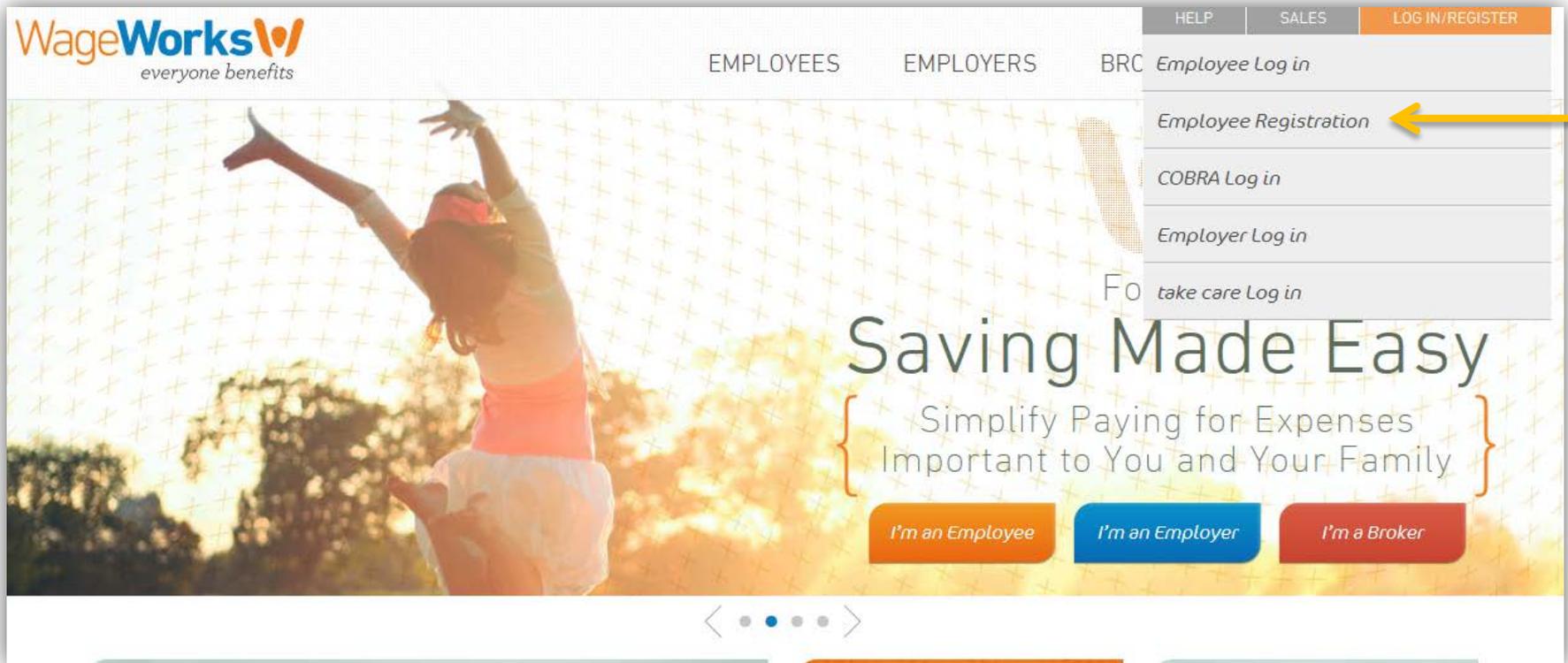
WageWorks

Participant Registration Instructions



Registering Online

From the WageWorks.com homepage click
Log In/Register -> Employee Registration



The screenshot shows the WageWorks.com homepage. The top navigation bar includes 'HELP', 'SALES', and 'LOG IN/REGISTER'. Below this, there are tabs for 'EMPLOYEES', 'EMPLOYERS', and 'BROKERS'. A dropdown menu is open under 'LOG IN/REGISTER', listing options: 'Employee Log in', 'Employee Registration' (highlighted with a yellow arrow), 'COBRA Log in', 'Employer Log in', and 'For take care Log in'. The main content area features a large image of a woman jumping joyfully, with the text 'Saving Made Easy' and 'Simplify Paying for Expenses Important to You and Your Family'. Below this are three buttons: 'I'm an Employee', 'I'm an Employer', and 'I'm a Broker'.

Authentication

Click Next on the Instructions screen,
then enter the requested information about yourself

**Unique ID will be last 4 digits of your Social Security #*

The image displays two overlapping screenshots of the WageWorks authentication interface. The background screenshot is the 'Instructions' screen, which includes a 'BACK' button, a progress indicator with steps 1 through 5, and a 'NEXT' button. Step 1 is highlighted. The foreground screenshot is the 'Identify Yourself' screen, also with 'BACK' and 'NEXT' buttons and a progress indicator where step 1 is selected. It contains a text box with the instruction: 'Enter the information as it appears in your employer or program sponsor's records.' Below this are input fields for 'First Name', 'Last Name', 'Date of Birth' (with a 'MM/DD format' hint), 'Home Zip Code', and 'ID Code'. A note explains that the ID Code is the last 4 digits of one of the following: social security number, employee number, or program sponsor code. At the bottom, there is a 'Captcha' section with the instruction 'Enter the moving letters seen in the box below' and a box containing the letters 'HZZ' in a stylized font. A large green arrow points from the 'NEXT' button on the 'Instructions' screen to the 'Identify Yourself' screen.

Terms & Conditions

Review the User Agreement and Terms and Conditions of online account use, accept, and click NEXT

WageWorks, Inc. User Agreement
(Updated 10/10/2010)

Terms and Conditions

This agreement affects your rights. Please read it carefully. You will not be able to use the Service unless you consent to this Agreement.

By accepting this Agreement now and each time you place, change or cancel an order or election or perform any transaction related to the Service, you represent that you understand and accept the terms and conditions of this Agreement. This Agreement applies to your use of the WageWorks web site, benefits, data and any related products or services (collectively the "Service").

In this Agreement, "you", "your", "Subscriber", "Subscribers", "user" or "users" means any person using the Service. "WageWorks", "we", "us" and "our" refer collectively to WageWorks, Inc., its affiliates, contractors, officers, employees and agents.

Portions of this agreement regarding particular benefits apply only to those users who are eligible for and/or who enroll for those benefits. Portions of this agreement regarding computer access and electronic communication apply only to those users with computer access.

Any time deadlines indicated in this User Agreement are the minimum for using these Services. Your employer may set different deadlines.

The current version of this Agreement can be viewed at any time under the Help tab on the WageWorks web site.

Username & Password

Create Username and Password

Note: Username must be unique in WageWorks' entire system

1 2 3 4 5

BACK

Select Username and Password

NEXT

We recommend periodic password changes for account security.

Username

Password

Confirm Password

Your username must:

- Be at least 5 characters long.
- May contain any combination of letters and numbers (but no other characters).

Your password must:

- Be between 8 and 20 characters.
- Include at least one letter and one number.
- Not include your last, first or username.

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Contact Info & Reimbursement

Confirm/update contact information and set your reimbursement method

Direct deposit can be set up later in the **Profile section of your account*

Verify Contact Information

1 2 3 4 5

BACK NEXT

Enter the residential address where you want us to send you mail.
Do not enter your work address, a PO Box or other non-residential address.
This address will not be communicated to your program sponsor or any other party.
Be sure to update your address here whenever it changes and separately notify all others who need to be aware of your new mailing address.

Email .COM

Confirm Email .COM

Mailing Address a Ave

City Odessa

State TX

An address you check often. Where we can send you time-sensitive and critical information, including confirmations.

Verify Reimbursement Method

1 2 3 4 5

BACK NEXT

Health Care and Dependent Care: You can have your payments deposited into your personal bank account. If you do not elect direct deposit, payments will be made by check to the address in your Profile.

Reimburse Payments by Direct Deposit Check

Bank Name

Account Number Scroll down to see how to locate these numbers.

Bank Routing Number

Type of Account Checking Savings

Confirmation

Confirm your information and click **SUBMIT**

BACK

1 2 3 4 5

Confirm Details

SUBMIT

Carefully review your information before you submit.
Any errors may delay reimbursement of your claims.

Username and Password Reimbursement Payments
mi 12 By Check

Contact Information
M
2
C
(
U

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