

PEHP Wealthcare Portal instructions

Visit <https://pehp.wealthcareportal.com>

This is the screen that should come up



In the top right-hand corner click on **"REGISTER."**
You may have to fill in four security questions.

For future reference, you may want to write down your security answers the other information you enter below. Remember to keep it in a secure place.

You will need your Employee ID number. This number is on your PEHP insurance card and should start with an M followed by your assigned ID.

You will also need your PEHP Flex Benefit Master Card. This will be your Registration ID.

Instructions for registration screen

Username* – Must be between 6 to 12 characters long alphanumeric value (i.e. no special characters)

Password* – Must be between 8 and 16 characters.

Must contain all three of the following:

- » AN UPPERCASE LETTER
- » lowercase letter
- » Special character (% , ! , @ , \$)

Must NOT contain:

- » The same character repeating three or more times
- » The word "password"
- » The Username
- » Spaces

Confirm password* – Retype your password

First name* – Enter your first name

Last name* – Enter your last name

Email* – Enter your email address

Registration ID* – Make sure the dropdown says Card Number. This is your blue 16-digit PEHP FLEX\$/HRA Master Card number. You cannot use your employee ID here.

Employee ID* – This is the PEHP member number located on your PEHP insurance card (ex: Mxxxxxx-00).

Click the **box** – I accept terms of use and hit **"NEXT."**

Troubleshooting:

- » The username cannot be one already in the system. You may have to pick something you have never used.
- » Make sure all areas with an orange asterisk (*) are filled in.
- » Make sure you have the correct characters in your username and password (see instructions above).
- » **Special note:** Passwords must be updated every 90 days.