

## Checking Your BPC Benefits Card Balance

- **Where to start**

BPC recommends that you always access your plan information with us from your employer-specific webpage.

This webpage has PDF versions of your forms available for immediate download without logging into the site. You may type on these forms and mail or fax them to BPC.

Here you will find links to useful tools for utilizing your accounts, as well as the login box which will allow you to sign-on to the BPC site for checking balances and submitting claims online.

If you do not know your employer-specific webpage's location (URL) please contact your human resources representative or BPC at (877) 272-8880 and it will be provided to you. We recommend you bookmark this page for easy access.



The screenshot shows the BPC website interface for Sample Company, Inc. Employees. At the top left is the BPC logo. To the right of the logo are input fields for "Email:" and "Pass:" with "Login" and "Register" buttons, and a link for "[Lost Password]". Below the login fields is a welcome message: "Welcome, Sample Company, Inc. Employees!". The main content area features the "SC Sample Company, Inc" logo. To the right of the logo is a box titled "Acronyms and Terms" listing: CHRA: Companion Health Reimbursement Arrangement, FSA: Flexible Spending Account, DCAP: Dependent Care Assistance Program, OTC: Over the Counter, and SPD: Summary Plan Description, with a "[More]" link. Below this are three columns of links: "Participant Portals" with "Balances and Online Claims"; "Tools" with "Flex / DCAP Expense Calculator" and "Tax Savings Calculator"; "Quick Links" with "Eligible Flex Expenses", "How-To Check your Balance", "How-To File a Claim Online", "What is a Flex Plan?", "Flex Q & A's", and "Health Alliance Homepage". The "BPC Plan Summary" section for "Sample Company, Inc. 125 Plan" lists contact information: Specialist, Phone: (217) 531-9000 Ext., Toll Free: (800) 355-2350 Ext., Fax: (217) 355-5100, and Email: Here. To the right is a "Documents/Forms" section with links for "DCAP Claim Form", "Flex SPD", "Flex/HRA Claim Form", "Welcome Memo", and "Direct Deposit Authorization". At the bottom left is a small image of three people.

## Checking Your BPC Benefits Card Balance

1. Click on the "Check Debit Card Balance".

### Participant Portals

[Check Debit Card Balance](#)

[Balances and Online Claims](#)

### Tools


[Flex / DCAP Expense Calculator](#)

[Tax Savings Calculator](#)

### Quick Links

[Debit Card Merchant Listings \(IIAS\)](#)

[Eligible Flex Expenses](#)

 [How-To Check the Debit Card Balance](#)

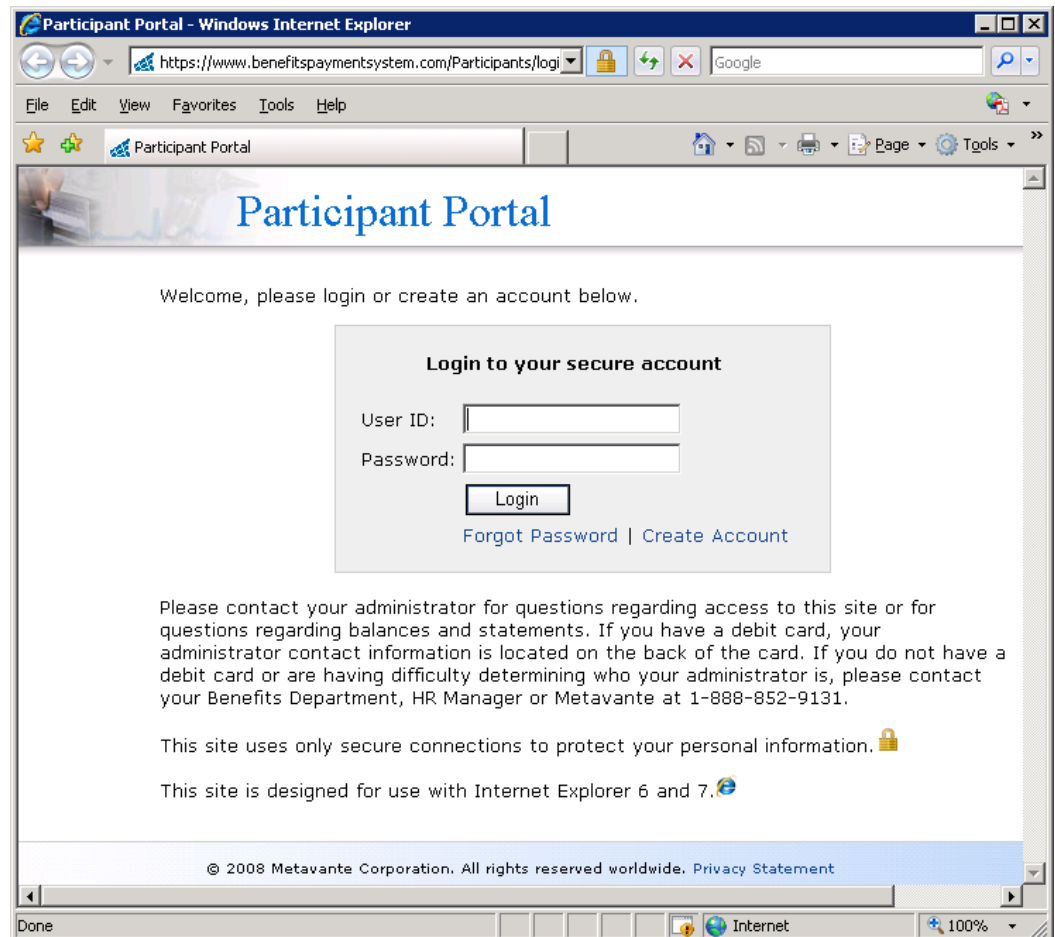
 [BPC Web Site Tool Basics](#)

 [What is a Flex Plan?](#)

 [Flex Q & A's](#)

[PersonalCare Homepage](#)

2. A new window will appear and you will be directed to the BPS card portal.



Participant Portal - Windows Internet Explorer

https://www.benefitspaymentsystem.com/Participants/Logi

Participant Portal

Welcome, please login or create an account below.


**Login to your secure account**


User ID:

Password:

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

Please contact your administrator for questions regarding access to this site or for questions regarding balances and statements. If you have a debit card, your administrator contact information is located on the back of the card. If you do not have a debit card or are having difficulty determining who your administrator is, please contact your Benefits Department, HR Manager or Metavante at 1-888-852-9131.

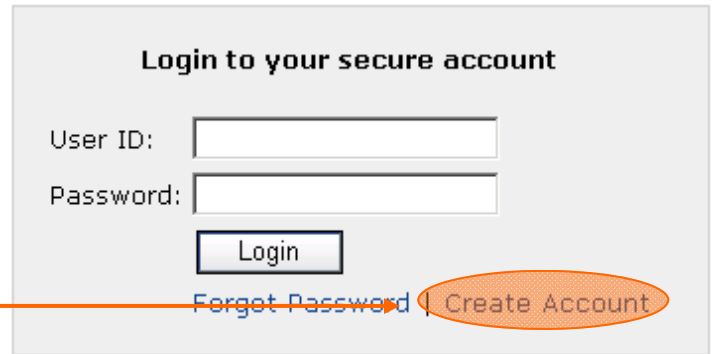
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## Checking Your BPC Benefits Card Balance

3. Click on "Create an Account" in the lower right hand corner of the login portal.



**Login to your secure account**

User ID:

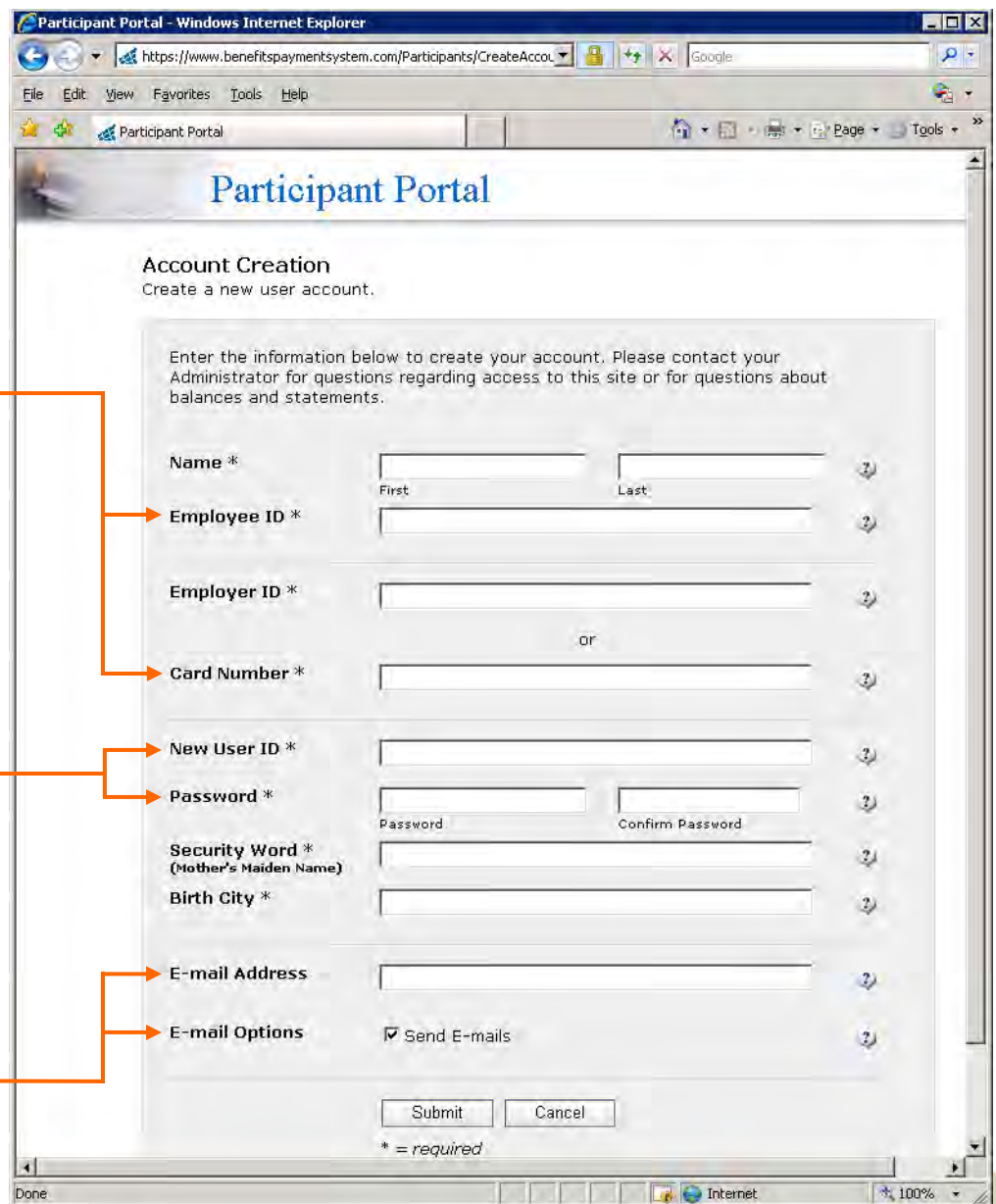
Password:

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

4. It will ask you for your card number and Employee ID number. Your Employee ID number is your social security number without dashes.

5. Assign yourself a username and password.

6. By including your email address you can receive notices by email if purchases are pending for receipt documentation.



**Participant Portal**

**Account Creation**  
Create a new user account.

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 \*

New User ID \*

Password \*   Confirm Password

Security Word \* (Mother's Maiden Name)

Birth City \*

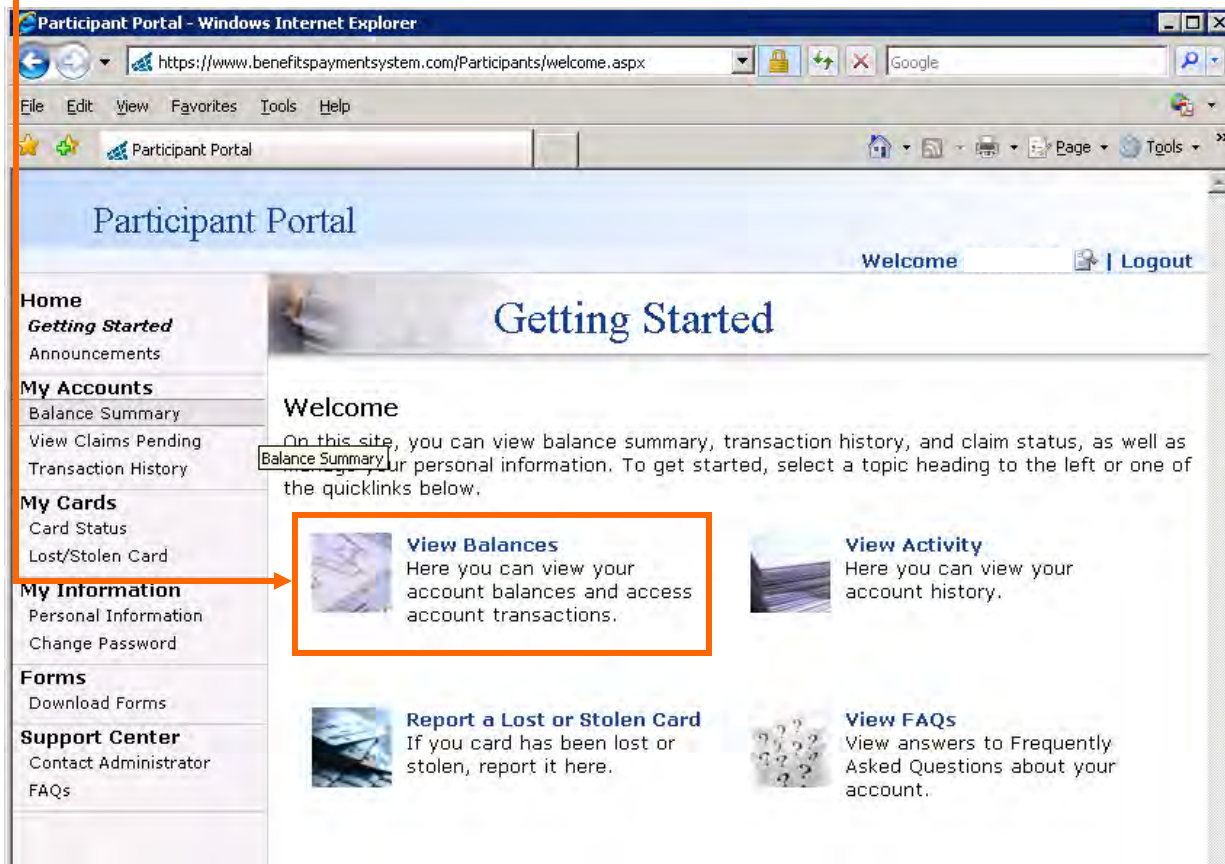
E-mail Address

E-mail Options  Send E-mails

\* = required

## Checking Your BPC Benefits Card Balance

6. You will then be able to access your account 24 hours a day to see your balances.



### Forgot your username or password?

Contact Benefit Planning Consultants at (877) 272-8880 and we can provide you with your username and reset your password if needed.

**Account balances are updated daily.**

**You can check any BPC account that is not accessible on your BPC Benefits Card by logging into the BPC website from your employer-specific webpage.**

**OR**

**Call BPC during regular business hours and speak to a Claims Specialist. We can give you an up-to-date balance. Just call 877-272-8880.**