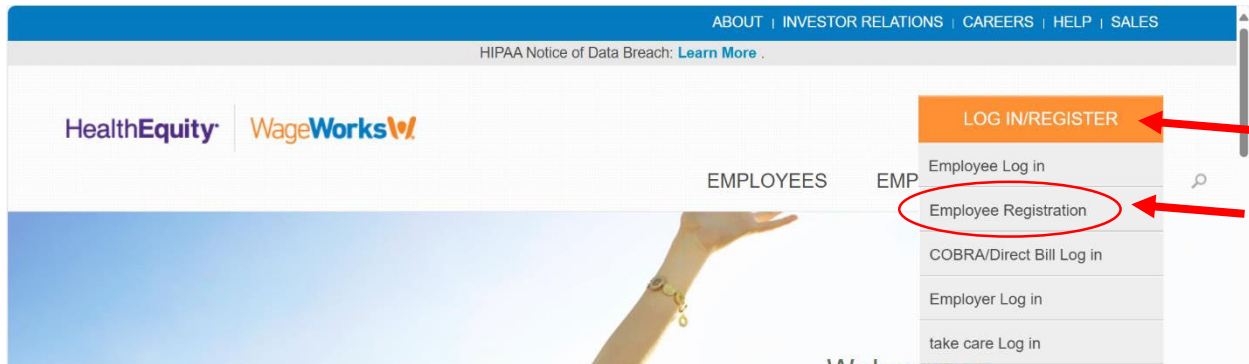


WageWorks Registration Instructions

- Access the WageWorks website by going to www.wageworks.com
- Select Login/Register, then from the drop-down menu select 'Employee Registration'



- When the next page loads select the link for 'register'

A screenshot of the WageWorks registration page. At the top, the 'HealthEquity WageWorks' logo is displayed. Below it is a dark grey bar with the text 'PARTICIPANT SITE'. Under this bar, there are two links: 'Register' (circled in red with a red arrow pointing to it) and 'Forgot'. Below the links is a form with two input fields: 'Username' (with the subtext 'Name selected when you registered. (Not email address.)') and 'Password'. At the bottom of the form is a purple button labeled 'Log In'.

- It will load to a page asking you if you're ready to register your account, select start

A screenshot of the WageWorks 'Prepare to Register' page. At the top, the 'HealthEquity WageWorks' logo is on the left, and the date 'January 23, 2025' is on the right. Below this is a dark grey bar with the text 'ONLINE ACCOUNT REGISTRATION'. The main heading is 'Prepare to Register'. On the left, there is a 'BACK' button. On the right, there is a purple 'START' button (circled in red with a red arrow pointing to it). Below the heading is a box with the text 'Ready to register your account?' and a subtext 'Before you start, have your contact and bank information handy.'

- You'll then be taken to the new user registration steps. First, you'll select a contact method to verify your account. This will be your IIT email address. Enter that in the email section and select next

ONLINE ACCOUNT REGISTRATION January 23, 2025

Step 1 of 8
Select Verification Method

BACK NEXT

Select a contact method to verify your account
To keep your account secure, we will send a verification PIN to one of the contact methods provided by your program sponsor below.

Select a verification method to continue

☒ Email
hr@iit.edu

☐ SMS Text Message

Note: Please enter the PIN as soon as possible before it expires.
Your information will only be used for verification and will not be shared with others. For more information, please view our [Privacy Policy](#) and [Terms of Use](#).

NEXT

- You'll want to check your IIT inbox, and spam if you can't locate it in your inbox after a few minutes, for an email from WageWorks with your verification PIN. Enter that pin in the verification pin field in WageWorks, and select next

Step 2 of 8
Verify Your Account

BACK NEXT

Verify your account using the one-time PIN you were sent
This step is necessary to confirm your identity and protect your account from unauthorized access. If you did not receive a PIN, use the back button to try a different email or phone number. If you still don't receive one, contact your Employer or Program Sponsor to update your contact information. After updating, you can restart the registration process.

Verification PIN 271141

Note: Please enter the PIN as soon as possible before it expires.

Need help? Please contact Member Services at 877.924.3967

NEXT

- On the next screen enter in the following information:
 - First Name
 - Last Name
 - Date of Birth
 - Home Zip Code
 - **I.D Code: This is the last 4 digits of your social security number**
 - Fill in the 'Type the characters shown above' field accordingly
- Select Next

Enter the information as it appears in your employer or program sponsor's records.
All fields are required.

First Name

Last Name

Date of Birth MM/DD or M/D format

Home Zip Code

ID Code Your ID Code is the last 4 digits of ONLY ONE of the following supplied by your program sponsor:

1. Your social security number
- OR-
2. Your employee number
- OR-
3. The code provided by your program sponsor

WCUS

Type the characters shown above:

NEXT

- Check the box to accept the terms of use and privacy policy and then select next

ONLINE ACCOUNT REGISTRATION January 23, 2025

BACK Step 4 of 8 Compliance NEXT

☐ I accept the [Privacy Policy](#) and [Terms of Use](#)

- On the next page, it'll display the email we have for you on file, you can also add an alternative email, as well as your address and phone information. Select Next when you're done

Step 5 of 8
Enter / Verify Contact Info

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.
All fields are required unless noted as optional.

Email 1 An address you check often for time-sensitive and critical info, including confirmations

Confirm Email 1

An alternative address.

NEXT

- The following page will allow you to enter your reimbursement information either by direct deposit or check. It will automatically default to check but you can change that. If selecting direct deposit, fill out the banking information accordingly. If you don't have your direct deposit information you can still continue by selecting check and provide it at a later date. Please be sure to add your direct deposit information later if you'd like to be reimbursed that way and do not provide it during user registration. Direct Deposit can be found under the profile section in the upper right-hand corner of the employee website when logged in.

Step 6 of 8
Enter / Verify Reimbursement Method

Commuter, Healthcare 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.
All fields are required

Reimburse Payments by

☐ Direct Deposit

☒ Check

NEXT

- The next page will ask you how you want to receive your information and updates
 - It will list the activity and the options of how you can receive them I.E text, mail, email
 - Once you complete this page select 'Save Changes' at the bottom of the form

Step 5 of 7
Select Preferences

How would you like to receive information and updates?
We will send updates via the preferred notification methods as a single message when the listed activity occurs. Not all methods are available for all programs and all situations.

☒ = Opting out is not an option as we are obligated to communicate important information to you.

Required = You must choose at least one option in this row.

Message and data rates may apply for text messages.

Activity / Topic	Text	Email	Mail
A claim is processed <i>(required)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A payment is issued <i>(required)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By clicking the "Save Changes" button, I am electronically signing the HIPAA Authorization. This electronic acceptance is intended to qualify as a valid legal signature under applicable law.

Save Changes (I Authorize Sending My Protected Health Information (PHI) In The Manner Selected, If And When Applicable.)

Discard Changes

- You'll then load into a page that asks you to select your username and password

Step 8 of 8
Select Username & Password

NEXT

We recommend periodic password changes for account security.
All fields are required.

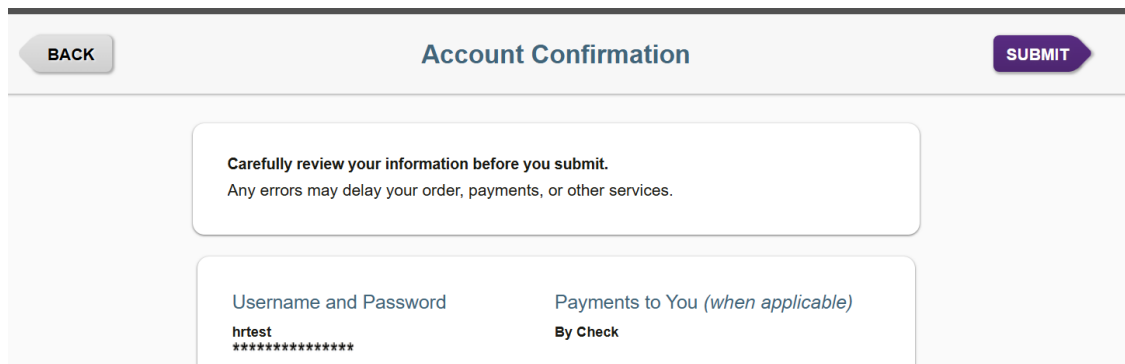
Username Your username must:
Be at least 5 characters long
May contain any combination of letters and numbers (but no other characters)

Password Your password must:
Be between 8 and 20 characters.
Include at least four of the following: lowercase letter, uppercase letter, number AND symbol. Not include your last name, first name, username or spaces.

Confirm Password

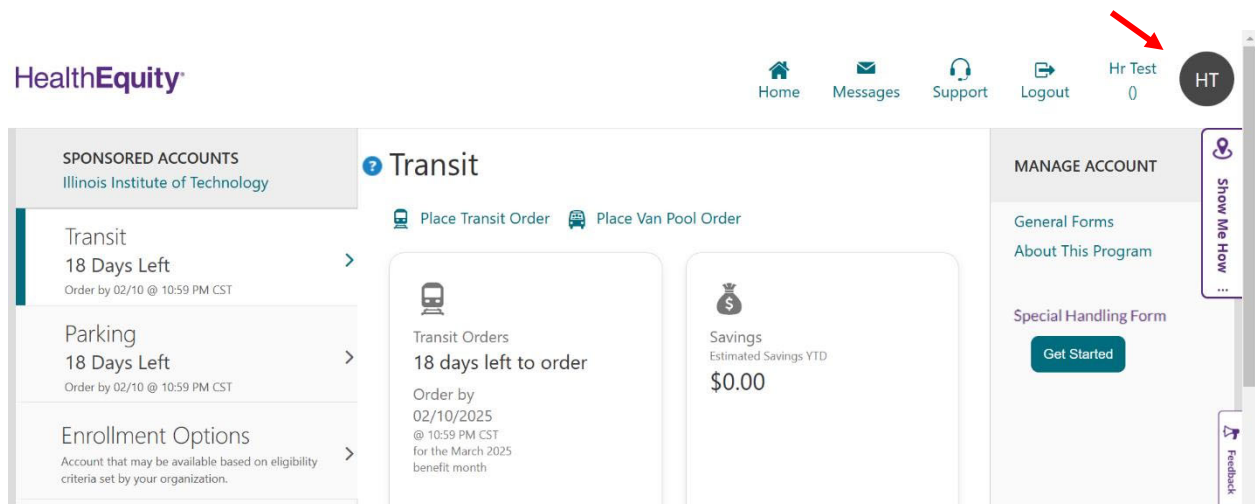
NEXT

- Once you select your username and password information and hit Next, you'll to a screen to review and confirm your profile details. Select submit once you've confirmed the details are accurate



The screenshot shows the 'Account Confirmation' page. At the top, there are 'BACK' and 'SUBMIT' buttons. A warning box states: 'Carefully review your information before you submit. Any errors may delay your order, payments, or other services.' Below this, the page is divided into two columns. The left column is titled 'Username and Password' and shows 'hrtest' followed by a masked password '*****'. The right column is titled 'Payments to You (when applicable)' and shows 'By Check'.

- You'll be then taken to your member homepage/profile
 - If you'd like to change your profile information including your direct deposit information or add it, click on your initials in the upper right-hand corner or your name, and then select profile, choose an account and then you'll be taken to a page where you can change your reimbursement method and information



The screenshot shows the HealthEquity member homepage. The top navigation bar includes links for Home, Messages, Support, Logout, Hr Test (with a red arrow pointing to it), and a user profile icon labeled 'HT'. The main content area is divided into three sections. On the left, under 'SPONSORED ACCOUNTS', there are cards for 'Transit' (18 Days Left, Order by 02/10 @ 10:59 PM CST), 'Parking' (18 Days Left, Order by 02/10 @ 10:59 PM CST), and 'Enrollment Options'. The middle section, titled 'Transit', has buttons for 'Place Transit Order' and 'Place Van Pool Order', and a card for 'Transit Orders' (18 days left to order, Order by 02/10/2025 @ 10:59 PM CST for the March 2025 benefit month). The right section, titled 'MANAGE ACCOUNT', has links for 'General Forms', 'About This Program', and 'Special Handling Form' (with a 'Get Started' button). A 'Show Me How' link is also visible on the right side.

- If you run into any issues during registration or have questions about adding payment information, or enrolling in transit, parking and/or FSA programs, please contact WageWorks customer service at **877-924-3967**.** This number can also be found on the commuter/FSA page of our website <https://www.iit.edu/hr/benefits>