



Directions for Logging onto the PBS Web Site

Log onto the Website at <http://www.pbscard.com>

Under the Progressive Benefit Solutions Logo, select "Click Here to Login to PBS On-line"

"For First Time Login Only" your Login ID and Password are the following:

Login ID: Your SSN, no dashes or spaces

Password: The last 4 digits of your SSN

Login Method: Select SSN

When you are prompted to change your password, your current password is the last 4 digits of your SSN. You will need to create a new alpha-numeric password.

Note: The password must be 6 characters long and contain at least 1 number.

Confirm your email address.

Create a prompt question (This question will be used as a security phrase in the event that you forget your password and need to retrieve it).

Create a prompt answer

Select Change Password

After logging in successfully the first time, you will be given a numeric Login ID which you can use along with your new password to login to your account going forward. This information is located in the upper left hand corner of the screen.

Note: The Login Method you will select to login depends on the type of "Login ID" you are using.

If you continue to use SSN, select SSN as the Login Method from the drop down box.

If you use your assigned numeric Login ID, select Login ID from the drop down box.

If you create your own Personal Login ID, select Your Login ID from the drop down box.

In all three cases above, you will use your new alpha-numeric password once you have logged in successfully for the first time. After you login successfully the first time and have completed reviewing your account, close down the PBS site on your computer so the system can finalize the change of your password to your new password.

To submit a manual claim:

On the top selection bar, go to Claims

Select Submit a New Claim

Select the appropriate Plan Year and Account

Complete the Claim Information Page. Once completed select Save and Close. If you have multiple claims select Save and New to key in additional claims.

Once you've saved the information, you will be taken to the Claim Form Detail page. Review the information entered for accuracy. If correct, select Submit and Print Claim Form.

Print the claim form, sign and mail or fax to PBS for reimbursement.

To sign up for Direct Deposit

On the top selection bar, go to About Me

Select Sign Up/Cancel Direct Deposits

Complete the Direct Deposit Information

Select Sign up for Direct Deposit.

Confirm that the correct Bank Routing Number and Account Number have been saved and are correct.