



GROUP ADMINISTRATORS, LTD.

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Employee Mobile App – A Guide to Accessing Your Benefits Account

To access account balance information, please download the Group Administrators 125 app in the Apple app store or the Android marketplace.

***You will use the same User ID and password from the gal.wealthcareportal.com website.**

Once you are on the app:

1. Enter your User ID and password* then click on the Log In button.
2. Select how you want to receive the one-time passcode (either email or phone number for text).
3. Click GENERATE CODE
4. Enter the code in confirmation code box
5. Click on CONTINUE

OR

If you have not registered an account yet, select “Signup”.

To “Register” you will need to enter the following information:

- Call or email FSA-Support@groupadministrators.com to make sure that FSA administrator has either email address or phone number for text message on your account
- Click on Sign Up towards the bottom
- Enter your first and last name as it appears on the card and the zip code.
- Check box if you have received your debit card and enter the full card number (if you haven’t then just click CONTINUE then you will be prompted to get the one-time passcode) *Please note if we do not have your email address or phone number on file you will receive an error message and will be instructed to call in to have this be entered to receive the one-time passcode.
- Select how you want to receive the one-time pass code then click SEND CODE (email address or phone number for text)
- Enter the one-time passcode.
- Enter your email address and create a user ID and password. (Password must be 8-16 characters and you must have 1 upper case, 1 lower case, 1 number and/or 1 special character) Click CONTINUE
- Choose four security questions and enter the answers. Click CONTINUE.
- Review your information for accuracy and click SUBMIT.

The following information can be accessed via the mobile app:

- _ Account balance information
- _ Transaction History
- _ Update/set-up direct deposit information
- _ Submit claims and attach receipts by taking a photo
- _ Email statements to personal email address

If you have any questions, please contact Group Administrators, Ltd. at 800-323-1683.