



GROUP ADMINISTRATORS, LTD.

20 N. Martingale Rd, Suite 290 • Schaumburg, IL 60173 • (855) -979-2331

www.groupadministrators.com • Email FSA-Support@groupadministrators.com

Employee Website – A Guide to Accessing Your Benefits Account

To access account balance information, please log onto gal.wealthcareportal.com.

Once you are on the Home Page:

1. Enter your User ID and password* then click on the Sign 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

*You will use the same User ID and password from the www.wealthcareadmin.com website.

OR

If this is the **first time** accessing the website, select “Register”.

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
- Enter your first and last name and your zip code
- Check box if you have received your debit card (if you haven't then just click NEXT then you will be prompted to get the one-time passcode)
- Put in employee credit card number (no dashes or spaces)
- Click NEXT
- Select how you want to receive the one-time pass code (email address or phone number for text)
- Click NEXT
- Enter the one-time passcode
- Click NEXT
- Create User ID
- Create Password – 8-16 character and you must have 1 upper case, 1 lower case, 1 number and/or 1 special character
- Confirm Password
- Click NEXT to move on to Step 4.
- Select 4 security questions and answer the questions.
- Click NEXT to move on to Step 5.
- Confirm your email address.
- Click NEXT to move on to Step 6.
- Review your entries. Click Edit Info to make any changes.
- Click SUBMIT
- Click DONE



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The following information can be accessed via the Website:

- _ Account balance information
- _ Transaction History
- _ Status of the claim - approved, pending, denied, etc.
- _ Email statements to personal email address
- _ Sign up for balance alerts via SMS Text Messaging

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