

## GGA myBenefits Portal Registration and Login Instructions

1. Go to <https://glynn.info> and bookmark for future reference.  
(Here you will find account access, claim forms, education, etc.)
2. Click the blue **FSA Login** button.
3. Click Register on top right corner and complete the registration form.
  - User Name must be 6-20 characters-can use email address.
  - Password must be 8-16 characters—must contain 3 of the following:
    - An upper case letter
    - A lower case letter
    - A special character (such as \$, +, =, ?, %, !)
    - A number
  - Required information to register:
    - Employee ID - Employee SSN (No dashes) AND
    - Choose one of the following:
      - Employer ID - \_\_\_\_\_ (contact us for this code) OR
      - Employee debit card number (Not dependent debit card number)
  - View and accept the terms of use & click Register.
4. Click “Begin Setup Now” to start secure authentication setup
5. Select 4 security questions and answers
6. Verify your email address and click continue setup
7. Verify information and click “Submit Setup Information”
8. Sign off or proceed to your account

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### You can access the following through your GGA myBenefits Portal:

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- Account balance
- Submit online claims
- Submit documentation for debit card transactions under “Upload Receipts”
- View important messages & communications regarding claims processing and debit card transactions that need your attention
- Transaction history and claims status- approved, pending, denied
- View deadline for incurring claims & filing claims
- Report a lost/stolen debit card
- Enter/update direct deposit banking info, if offered by your employer
- Update mailing address and email address under “My Info” tab
- View PIN number under “My Info” tab
- And much more...