

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:
 - Registration ID (Choose **one** of the following)
 - Employer ID - _____ (contact us for this code) **OR**
 - Employee debit card number (**Not** dependent debit card number)
 - Employee ID - Employee SSN (No dashes) **AND**
 - 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

You can access the following through your GGA myBenefits Portal:

- 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...