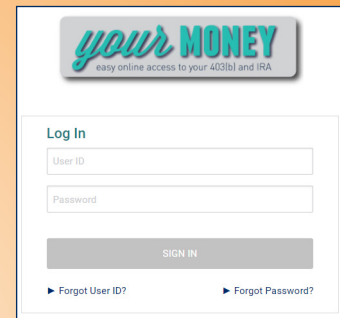


# HOW TO LOG INTO *your*MONEY

## HOW TO LOG INTO YOUR ACCOUNT ONLINE FOR THE FIRST TIME

**STEP 1:** Call a Member Service Representative at 1-800-279-4030. They will verify your account holder information and walk you through the login process.

**STEP 2:** After completing Step 1, go to [weabenefits.com/yourmoney](https://weabenefits.com/yourmoney) or click on the “Access yourMONEY” link from our home page, [weabenefits.com](https://weabenefits.com).



**STEP 3: Login to your account.**

The first time you sign in:

Login ID = default user ID

Password = default password

Read and accept the terms and conditions.

**STEP 4: Personalize your login ID and password.**

You'll be prompted to enter an e-mail address, a new user ID, and password. Please note the specific password requirements.

A confirmation of activity e-mail will be sent to the e-mail address provided.

**Password requirements**

- At least 8 characters in length.
- At most, 50 characters in length.
- At least 1 alphabetic character.
- At least 1 alphabetic upper case character.
- At least 1 numeric character.
- Cannot repeat your previous 3 passwords.

**STEP 5: Enter security questions.**

Select two security questions that will allow you to self-service if you forget your user ID or password.

**STEP 6: Set up two-factor authentication.**

Enter a phone number and select how you would like to receive the verification code (text message or phone call). After you login with your user ID and password, you may be prompted to enter a one-time verification code that will be sent to the designated phone number.

After authentication, you will be directed to the My Dashboard page.

