



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 - GGALLI (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

You can access the following through your GGA myBenefits Portal:

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