



## New User Login Information • • • • • • • • • •

No setup is necessary to start viewing your account. Your myCafeteriaPlan web portal has been set up for you. Go to [www.mycafeteriaplan.com](http://www.mycafeteriaplan.com). Click the blue “Account Login” button to begin.



### When logging on for the first time, your login information will be as follows:

**User Name:** First Initial of your first name, Last Name, Last 4 digits of your Social Security Number (not case sensitive).  
For Example - Tsmith1234

**Password:** Last 4 digits of your Social Security Number.  
For Example - 1234

Once you’ve logged in to your account, you’ll be asked to change your login information and answer a few short security questions to ensure the ongoing safety of your account. You will see a list of questions, but you only need to answer five.

If you’re enrolled in the Dependent Daycare Account, you must also update any dependent information before claims can be entered. This information can be updated by going to the Profile Tab and clicking on Dependents.

### Having trouble logging in?

The Customer Service Department at myCafeteriaPlan is available to help you with your account.



**Hours:** 8:00 AM – 8:00 PM (EST)  
Monday – Friday



**Phone:** (800) 865-6543



**Email:** [Customer\\_Service@myCafeteriaPlan.com](mailto:Customer_Service@myCafeteriaPlan.com)