



# How to Access your Goldleaf Partners Account

Visit [www.goldleafpartners.com](http://www.goldleafpartners.com) and click the drop-down box in the upper right corner labeled *Select an account to Log In*. Then select *Participant Login* under *Benefits – HSA, HRA, and FSA*.

If this is your first visit to the website, please use the following information to log into your account.

- Your **username** is the first initial of your first name + your entire last name + the last four digits of your Social Security number (janderson6789).
- Your **password** is the last five digits of your Social Security number + goldleaf. Your password is case sensitive (56789goldleaf).
- Press enter or click *Login*.

During your first visit to the site, you will be prompted to change your password.

- Under *Log into your account*, fill in the blanks as indicated using your username and password from the instructions above.
- Create a new password. This must be **6-10 characters with at least one character being a number**. Passwords are case sensitive.
- Answer 5 of 10 security questions from the drop-down list.
- Record your username, password, and security answers and keep in a safe place.
- Press *Submit*.

**Log in and look around!** It's easy to navigate by using the tabs at the top of each page, links within the pages, or the page list at the bottom of every screen.

Here are some things you can do online:

- View your **account balance** information and “drill down” to see detail like **claim history**.
- **File a claim**.
- **Upload receipts** (PDF, GIF, or JPG).
- Learn about your plans (see *Plan Summary* under the Account tab).
- See when to expect your next reimbursement.
- View and update **profile** information.

If you have questions about your spending accounts or the consumer portal, please contact us:

**Goldleaf Partners**

Phone: **866.882.8442**

Email: **benefits@goldleafpartners.com**

Visit us online at [www.goldleafpartners.com](http://www.goldleafpartners.com)