

# SYNCHRONY

## FSA PORTAL INSTRUCTIONS

### Welcome to your FSA Portal with American Benefit Administrators (ABA)!

Please see the instructions below in order to gain access to your account.

1. For access, go to the following link:

<https://americanbenefitadministrators.com/>

2. Hover over "**Participant Access**" near the top of the page, then select "**Benefits Account**" 

3. **New Users** - Select the blue "**Get Started**" button

4. Complete identification 

**Please note - the Employee ID will be your SSN**

5. Answer security questions

6. The system will automatically assign you a username and password, **but you can change these immediately before you proceed**

7. Click **Submit**



**A set of FSA debit cards will be mailed to the home address on file. It will arrive in a white, unmarked envelope which may resemble junk mail. It can take up to 10 business days after your effective date of coverage to receive the cards. They are funded and ready for use!**