

## Getting Started

The Adesso Portal can be accessed by navigating to the following URL:

[www.adesso.wealthcareportal.com](http://www.adesso.wealthcareportal.com)

## Registration

**Step 1.** If this is your first time accessing the AdessoPortal, simply click the register button atop the right corner of the home screen.

**Step 2.** After clicking the register button, complete the registration form (as shown in the lower right below). Choose a username and password. Enter the required demographic information. Your employee ID will be your social security number. If you already have a benefit debit card, the card number can be used in place of the employer name in the registration ID field. Before clicking register, be sure to view and accept the terms of use.

**Step 3.** After successfully completing the registration form, click next. The process may take several seconds. Do not click your browser's back button or refresh the page.

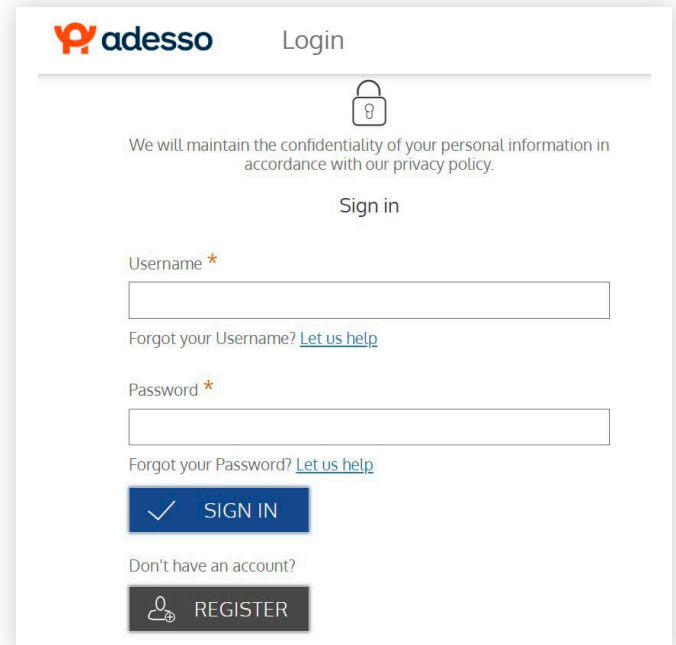
## Secure Authentication

The next part of the registration process involves setting up your secure authentication. This important step helps ensure your account is secure and private.

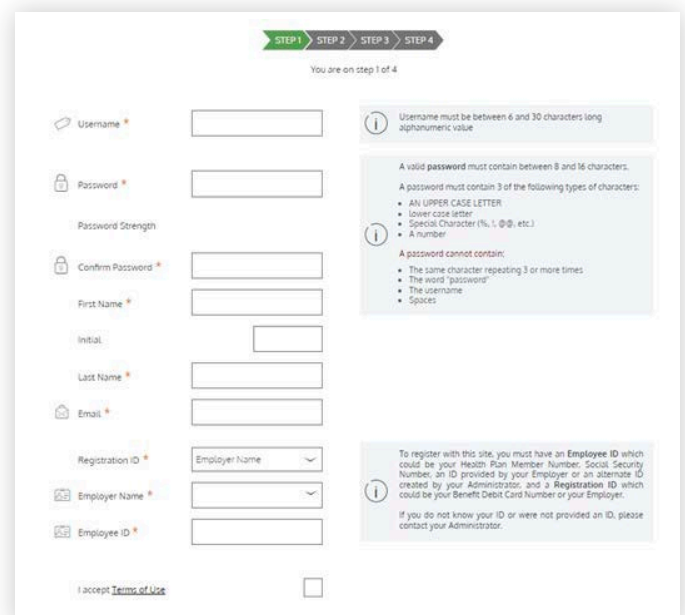
After the registration form is successfully completed, you're prompted to complete the secure authentication setup process.

**Step 1.** Select security questions. You must select four security questions and provide your secret answers. These questions are asked at random while attempt to login to the WealthCare Portal. The questions help provide an additional layer of security and help ensure only you are able access your account. **Once complete, click next.**

**Step 2.** Verify your email address.



The image shows the Adesso Portal login and registration interface. At the top, there is the Adesso logo and a 'Login' link. Below this, a lock icon is displayed with the text: 'We will maintain the confidentiality of your personal information in accordance with our privacy policy.' The main heading is 'Sign in'. There are two input fields: 'Username \*' and 'Password \*'. Below each field is a link: 'Forgot your Username? [Let us help](#)' and 'Forgot your Password? [Let us help](#)'. At the bottom, there are two buttons: a blue 'SIGN IN' button with a checkmark icon and a dark grey 'REGISTER' button with a user icon.



The image shows the Adesso Portal registration form. At the top, there is a progress bar with four steps: STEP 1, STEP 2, STEP 3, and STEP 4. Below the progress bar, it says 'You are on step 1 of 4'. The form has several input fields: 'Username \*', 'Password \*', 'Confirm Password \*', 'First Name \*', 'Initial', 'Last Name \*', 'Email \*', 'Registration ID \*' (with a dropdown menu), 'Employer Name \*' (with a dropdown menu), and 'Employee ID \*'. To the right of the form, there are three informational boxes. The first box explains the password requirements: 'A valid password must contain between 8 and 16 characters. A password must contain 3 of the following types of characters: AN UPPER CASE LETTER, lower case letter, Special Character (% , ! @ #, etc.), A number'. The second box explains what a password cannot contain: 'The same character repeating 3 or more times, The word "password", The username, Spaces'. The third box explains the registration requirements: 'To register with this site, you must have an Employee ID which could be your Health Plan Member Number, Social Security Number, an ID provided by your Employer or an alternate ID created by your Administrator, and a Registration ID which could be your Benefit Debit Card Number or your Employer ID. If you do not know your ID or were not provided an ID, please contact your Administrator.' At the bottom, there is a checkbox for 'I accept [Terms of Use](#)'.

On the next page, you're prompted to verify your email address. Once complete, click next.

Register - Secure Authentication


STEP 1STEP 2STEP 3STEP 4

First Name


Test


Last Name


Account

 Confirm Email \*

hjones@alegeus.com

 The email address entered is used for security encryption only. It is not used for solicitation purposes.

 CANCEL

 NEXT

**Step 3.** Submit setup information.

On the next page, you're asked to verify all of the information you've entered during the secure authentication process. After you've reviewed and confirmed the accuracy of the information, please click submit setup information.

A confirmation page displays, showing the registration process is now complete.

