

## Important information regarding your myCafeteriaPlan® Account

### Log in 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 green “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'll see a long list of questions, but you only need to answer 5)

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.

For more information visit [www.myCafeteriaPlan.com](http://www.myCafeteriaPlan.com) or call customer service at 800.865.6543