

HOW TO:

## Add a Provider

## Step 1:

After you have logged into your portal you will select Profiles then Providers from the left-hand menu.

🔒 Profiles 🤎 🗸	
My Profile	Show 10 🗸 entries
Signers	
Dependents	Name
Beneficiaries	Search
Providers 🦛	
🖻 Debit Cards	

Add Provider	
Actions	
& Clear	
Previous Next	

## Step 2:

Select Add Provider.

## Step 3:

Enter all required data that is marked with an  $\ensuremath{^*}$  and submit.

Add New Provider		
Nickname	Payee *	
Address Line 1*		
Address Line 2		
City *	State *	Zip Code *