



BBPadmin Online Account Registration Instructions

To access your BBPadmin Online Account, go to <https://betterbusinessplanning.wealthcareportal.com/Authentication/Handshake>, click on “Employee Login.” You will be redirected to the BBP secure login site. Your pop-up blocker must be turned off to view this web page.

- Click on Register
- Enter a user name
- Enter your first name
- Enter your last name
- Enter your e-mail address
- Enter a password
- Enter your password
- Enter your Employee ID. Your employee ID is: Social Security Number (no dashes)
- Enter your Employer ID. Your employer ID is: BBP _____ (this is case sensitive)
- Check the box that you accept the Terms

You will then be asked to register your computer by completing answers to preset questions and then you will set-up a picture to help identify your account.

Download the mobile app and view your account on the go!

- Apple Store - <https://appsto.re/us/uk8j.i>
 - Google Play - <https://play.google.com/store/apps/details?id=com.betterBusinessPlanning.fismobile>
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Sign up for the Easy Claims System – auto-adjudicate your Benefits Card transactions

For more information and how to sign-up, click this link:

http://www.bbpadmin.com/docs/Participant/Linking_How_To_Link_Accounts.pdf