



Directions to access your FSA account:

1. Go to www.benefitspaymentsystem.com.
2. DISABLE your pop-up blocker (you will find this under tools in your heading bar)
3. Choose "participant login"
4. If you do not have an account - Click on 'Create Account' in the lower right corner of the box.
5. Use the last 4 (four) digits of your social security number for the Employee ID
6. Use the number on your card for the second section.
7. You will then enter your own ID and Password in the following boxes

NOTE: click on the question mark to the right of the fields to see the requirements for the boxes)

8. Click "Submit"

If you have questions, please contact BCG at 989-772-4969 or your HR Benefits Team at 517-483-1870.