



Clarity Benefit Solutions Portal Instructions

Below you will find instructions for performing a number of activities on our secure, single-sign-on Portal. From setting up your account to filing a claim and signing up for direct deposit, we have you covered. The "Login" link for the Portal can be found in the top right corner of our website.

HOW TO REGISTER FOR THE PORTAL

- Select **Login**
- Click **Register**
- Select **Participant** or **Administrator** and click **Next**
- Complete the required fields

If you are a Clarity Participant, use the email you provided to your employer for your benefits. Zip code should be that of your home address.

HOW TO LOG INTO THE PORTAL

- Select **Login**
- Enter your **Username** and **Password**. Your Username will be your email.

HOW TO RESET YOUR PORTAL PASSWORD

- Select **Login**
- Click **Let Us Help**
- Select **Forgot Password** and enter your email address
- Enter the One Time Passcode (OTP) that is sent to your email
- Enter your new password and click **Submit**

HOW TO DOWNLOAD AND REGISTER THE MOBILE APP

Download "Clarity Mobile" from either the Apple App Store or Google Play

- Click **Sign Up** and follow the prompts

If you were issued a debit card, check that box. If not, leave it unchecked.

NOW THAT YOU ARE LOGGED INTO THE PORTAL

SET UP DIRECT DEPOSIT

- Click the **Access Your Clarity Consumer Benefits** tile under the **Manage My Benefits** tab



- Select your **Name** (top right of the page, next to profile silhouette)
- Select **Edit** (above Reimbursement Method)
- Select **Direct Deposit**, enter your banking information, check **certification box** and **Save**

FILE A CLAIM

- Click the **Access Your Clarity Consumer Benefits** tile under the **Manage My Benefits** tab
- Select the **My Accounts** tab
- Select **Submit a Benefit Account Summary** and then select **Submit Claim**
- Enter claim information (**Start/End Date, Type, Claim Amount**), select **Next**
- Select **Attach Claim Receipt** and upload the Explanation of Benefits/receipt (receipt can be picture uploaded from smartphone)
- Check the **certification box** and **Submit** your claim

VIEW YOUR TRANSACTIONS

- Click the **Access Your Clarity Consumer Benefits** tile under the **Manage My Benefits** tab
- In the new window, select the **My Accounts** tab from the left-hand menu
- Select **Transactions** from the drop down