

1995 E. Rum River Dr. S., Cambridge, MN 55008 Metro: 763-552-6053 | Toll Free: 888-507-6053 Fax: 763-552-6055 | www.aviben.com A Division of Educators Benefit Consultants, LLC ("EBC")

**NEW USER SETUP** 

#### Goto www.Aviben.com



Step 1. Enter your username. Then click "Next"

- Username is (First name first initial/Last name/last 4 digits of SS# no spaces or dashes)
- Example: jdirt1234
- Password is: (Last 5 digits of your SS#) Click Login

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	Aviben Benefits Administrator. Elevated Solutions.	Login	Last 5	
Loğin	Existing Users Login Here	Existing Users	SS#	
Existing Users Username Forgot Username?	Enter a code given to you, to create a new account.	Username bnetzer	Change Account?	
Next	Code 3	Password [	Forgot Password?	
Contact Us - Call Claims Department at (763) 552-6953, T	il Free at (585) 507-6053 or Email us at clarmuppolt@avben.com			

### Step 2. Complete the questionnaire.

Here is a helpful hint of things you will need to update.

- Social Security number for all dependents
- Email address
- Direct Deposit information. This will not transfer from our other system.



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#### Step 3. Set up Direct Deposit.

- Hover over Accounts and click on Bank Accounts
- Click Add Bank Account.
- Enter Banking information
- Click Submit

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Congratulations you are Logged in!



\*\*Please note that your password will reset every 150 days. You should receive an email or login to change the password. \*\*

# **Step 4.** Once you have enrolled in check out the Aviben Mobile App!

The Aviben Mobile App will allow you to:

- □ Use fingerprint login to access account(s) with ease
- □ Check balances & account details
- □ View 'Account Snapshot' to obtain key account info
- □ Submit and check claims requiring receipts
- □ Snap a photo of a receipt and submit with a new or existing claim, or store in the device's camera roll for later use in claim filing
- **G** Scan a product bar code to determine eligibility as a qualified medical expense
- Access account funds to pay yourself or someone else, such as a doctor
- View important messages about account(s) and get notifications via text alerts

## Go to the Apple Store Or Google Play and search for Aviben to download the app





Aviben Benefits Administrator Aviben Benefits Administrator