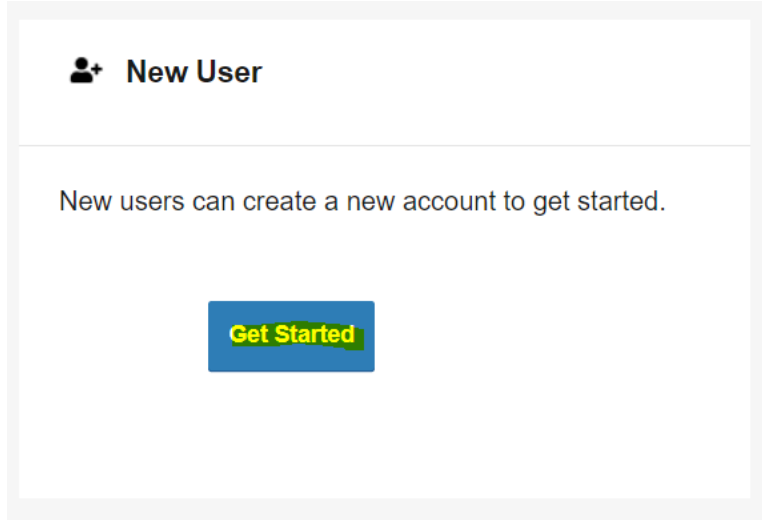# HOW TO REGISTER WITH WEX (COMMUTER)

First Time Registration

1. Go to [Login (wexhealth.com)](#) . Click on "Get Started" under the "New User" section.
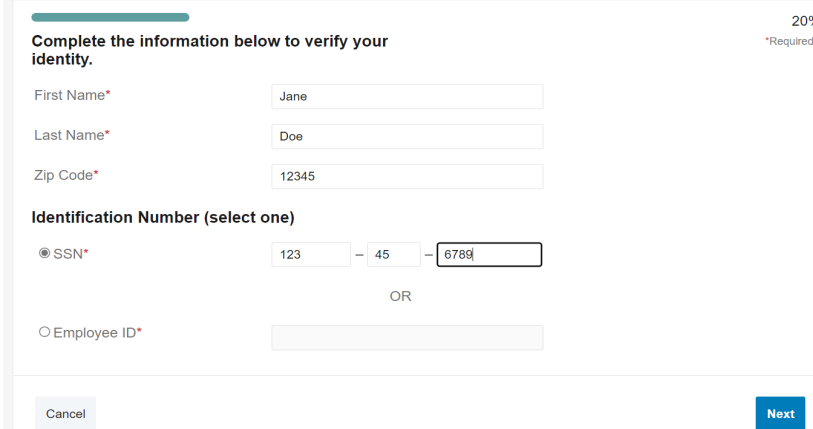

2. You will be directed to the "Verify User" page and be asked to enter your identifying details so you can be matched to your employee record; Your First and Last Name, Zip Code and Social Security Number or Employee ID. Select "next" to continue. A couple of things to note:

   - **Zip Code:** use the home zip code you use in ADP.
   - **Employee ID:** Use the position ID listed on your profile in [ADP](#) , you will navigate to Myself> My Information> Profile, and under the "Work Info" box, use the Position ID minus the letters (HZF), use just the number combination.

3. After entering your identifying details, WEX will send a one-time passcode to your BBC email address; you will enter your code in the verification passcode box and select "Next" to continue.

4. On the next screen you will be asked to select 5 security questions and for WEX to properly secure your information, you will be asked to provide an answer to the questions you select to complete your account setup. These questions and answers will be saved on the WEX portal in the event you need to reset your account, if for example you forget your password in the future. Select "Next" to continue.

5. Finally, you will set up your login credentials. You will automatically be assigned a Username by WEX, and you will be able to create your password. Your password will require at least 8 characters, and must include at least one uppercase and lowercase letter, & one special character. After creating your password, you will select "Submit". Shortly after completing your setup, you will receive a confirmation email from WEX confirming your registration.

Create Username and Password

100%

*Required

Username*

JaneD12345

Your username may contain alphanumeric characters and any of the following special characters: period (.), at sign (@), underscore (_), and dash (-).

Password*

●●●●●●●●●●●

Your password must contain at least eight characters, one upper case letter, one number and one special character. Special characters supported are ! @ # $ % & * ?. The letters in your password are case sensitive. Your password cannot be a previous password.

Confirm Password*

●●●●●●●●●●●

Cancel   Submit