Mutual Health Services

Online Account Access – City of Stow



**To get the most from your Mutual Health Services health benefits and flexible spending account (FSA) and/or dependent care account (DCA), be sure to set up your online member accounts.**

**Create a Mutual Health Services member account**

**You will use this account to manage your health benefits information.**

**Note:** If you do not have Mutual Health Services health benefits, you do not need to create a member account.

1. Go to [MutualHealthServices.com](http://MutualHealthServices.com).
2. Click Clients and Members at the top of the page.
3. Click Member Login and select New User Registration.
4. Click Register in the Registration Info box.
5. Select Employee or Dependent from the User Type dropdown.
6. Enter the seven-digit Web ID number located on your Mutual Health Services member ID card for the Group Number.
7. Enter the characters for the test image.
8. Enter your Social Security number (SSN) and click Next to complete the registration process.

**Create a Mutual Health Services FSA/DCA member account
This account is used to manage your FSA and/or DCA.**

1. Go to [MutualHealthServices.com/myspendingaccounts.](http://MutualHealthServices.com/myspendingaccounts.)
2. Click Register in the upper right corner to set up your personal account.
3. Complete the registration process.

During the online registration process, you will be asked to provide your Employee ID and your Registration ID/Employer ID. Please use the following information:

* **Employee ID**: This number is your member ID number and is located on your Mutual Health Services member ID card that was recently mailed to you.

**Note:** If you do not have Mutual Health Services health benefits, please call 1-800-367-3762 ext. 19792, and we will provide your Employee ID number.

* **Registration ID/Employer ID**: Enter **MHSSTOW001
Questions**

Call Client Support at 1-800-367-3762 ext. 19792, with any questions about your FSA, DCA or online account access.



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