

**Great news!** The UFCW National Health & Welfare Fund has partnered with Zelis Payments so you can quickly and easily receive your Benefit Reimbursements/Short Term Disability Payments directly to your bank account using direct deposit. To enroll with Zelis Payments' member direct deposit for your Benefit Reimbursements/Short Term Disability Payments please follow the registration instructions below.

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### Why should you enroll in Zelis Payments direct deposit?

- **Receive payments faster** – no need to wait 7-10 days for a check in the mail. You'll get paid within 1-2 business days of receiving a payment notification.
- **No transaction fees** – all fees associated with direct deposit are covered courtesy of The UFCW National Health & Welfare Fund.
- **Manage payment and banking records instantly** – gain immediate access online to view previous payments, explanation of payment (EOP), manage banking information and to set up customized notifications.

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### It is easy to enroll:

Enrolling is fast and easy! Visit [member.zelispayments.com](http://member.zelispayments.com) and click "Sign-Up Now!" to create an account. Follow the instructions below as a guide:

#### 1 - Request your Registration Code:

Click the "I don't have a Registration Code" link on the enrollment page.

Complete the Required Fields (\*) with your contact information and select how you would like to receive your Code; via phone call or email.

**Registration**  
Request Registration Code

A Registration Code is required to register for the Member payments portal. Enter all of the information below and select how you prefer to receive your Registration Code

(\* Required Field)

First Name \*

Last Name \*

SSN or Enrollee ID \* ⓘ  
SSN ⓘ  
Your SSN is required to confirm eligibility by your plan administrator.  
- OR -  
Enrollee ID

Phone Number \*  
555-555-5555

Email Address \*

Date of Birth \*  
MM/DD/YYYY

Zip Code \*

How would you like to receive your Registration Code? \*

Call me at the phone number listed above.  
 Send me an e-mail at the e-mail address listed above.

◀ RETURN TO REGISTRATION      REQUEST REGISTRATION CODE

❖ **Note:**

Under the 'SSN or Enrollee ID' section, in the Enrollee ID field, enter:

**THE LAST 6 DIGITS OF YOUR MEMBER ID,**

which is located on your printed ID Card. If you do not have this information available, it can also be requested by phoning the office at:

**201-569-8801 M-F: 8:30am-430pm (EST)**

Click "REQUEST REGISTRATION CODE".

Once you have received a Code via phone call or email, make sure to follow the rest of the instructions below.

## 2 - Enter your Registration Code:

**Registration**  
Enter the information below to register and create an account for the member payments portal.  
(\* Required Field)

Registration Code \*  
  
I don't have a Registration Code

Email Address \*

Please provide 2 or more of the following information:

Date of Birth

Zip Code

Last Payment Amount

Create Your Username

Username \*

Site Use Agreement

Please read this Site Use Agreement and the terms and conditions contained below carefully before using this internet website. Your use of this website is subject to, and constitutes acceptance of the conditions included in this Site Use Agreement.  
You must click the "I Accept" button at the end of this document.

This is a legal agreement (this "Agreement") between you in your individual capacity and Zelis Payments Solutions, Inc. ("PPS") and governs your use of this web site (the "Site") and the PPS services available to you on the Site. Your use of the Site and the services available to you on the Site is also governed by the agreement in effect by and between your employer and PPS. This Agreement does not modify, amend, or supplement, nor have any other effect upon, the agreement by and between PPS and your employer which remains in full force and effect in accordance with its terms. You must read, agree with and accept all of the terms and conditions contained in this Agreement as a condition of receiving access and using the Site.

1. **Your Access & Responsibility.** You will be provided with a unique User ID and Password (collectively "Access Codes") to enable you to access and enter the Site. Access Codes give you access to the Site and certain portions of your employer's account and account information as determined by your employer. You have control over who has access to these Access Codes and can change the password at any time. You are responsible for taking all reasonable steps to ensure that no unauthorized person shall have access to your Access Codes or account. You are responsible for any and all authorized and unauthorized use of the Access Codes and for maintaining the security and confidentiality of the Access Codes. You must

I have reviewed the agreement and accept the terms and conditions

[RETURN TO LOGIN](#) [REGISTER](#)

Enter your Registration Code and your Email Address.

Ensure that all other fields have been filled in as requested by providing at least 2 other pieces of information, then create your Username and click "REGISTER".

\*Note Username for your records.

## 3 - Create a Password:

- Once you've clicked "REGISTER" you will receive an automated email with a link to create your Password.
- After creating your Password, you will be redirected to a log-in screen. From here you can access your new account.

## 4 - After logging in, select Virtual Reimbursement Account (VRA) Direct:

- Your User account is now active! Make sure to select VRA Direct to complete adding direct deposit.
- Once you've completed your bank setup, Zelis will initiate a pre-note test on the account provided for additional security verification. A small deposit will be made in a random amount no larger than \$1.00.
- Review your bank statement for the deposit and log-in to the Zelis Portal to enter the exact amount for final confirmation.

**Congrats!** Now you can start receiving payments from The UFCW National Health & Welfare Fund through direct deposit.

All payment information is available 24/7 via the Zelis Payments Member Portal and can be downloaded to PDF.

For any additional information or questions please call the Zelis Payments Client Service department at 1-800-536-9042.