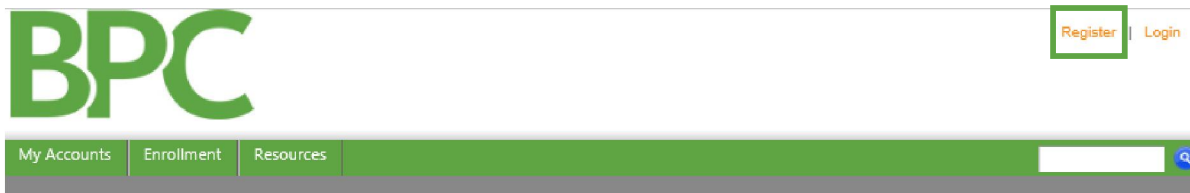


BPC Web Portal/Mobile App Registration Instructions Bradley University

Use the BPC web portal or mobile app (search “BPC Benefits” in your app store) to manage every aspect of your account on the go! Instructions below are designed for the online portal, but the same basic steps also apply if registering on the mobile app.

Step 1: Go to bpc.wealthcareportal.com and click Register in the upper-right corner.



Step 2: Enter your personal information in the fields provided.

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Email Address:

Employee ID:

Registration ID:

Accept Terms of Use View Terms of Use

Your **username** must be unique, and may be an email address.

Your **password** must be at least 8 characters and include 3 of 4 character types.

1. Upper case letter
2. Lower case letter
3. Number
4. Special character (e.g. !, \$, *)

Your **Employee ID** will be your SSN (entered with no dashes)

Your **Registration ID/Employer ID** will be BPCBRADLEY

Step 3: Follow the additional steps to create a set of personal questions and answers, which can be used for password retrieval in the future.

Step 4: Verify all of your information, and submit!

Forget something? – You can retrieve your username by clicking next to “Forgot Your Username” or your password by entering your username, hitting Continue, and then clicking “Forgot Your Password?”