

Consumer Portal Guide to Ordering Additional Debit Cards

Through the online Consumer Portal, additional debit cards can be ordered for your spouse or dependents (over age 18). Please follow the instructions below to submit an online request for an additional debit card.

Select the **PROFILE** tab, then **Debit Cards** and you will have the option to 'Issue Card'. Note: The spouse or dependent needs to be added to your profile prior to requesting a card. To do this, select the **PROFILE** tab, **Dependents**, then **Add Dependent**. *If applicable, a fee is referenced in the Dependent Card fee column. The fee(s) will be deducted from the available balance.*

Add New Dependent

Complete the dependent information below and click the *Submit* button to add the dependent.

First Name: [*]	<input style="width: 80%;" type="text"/>
Middle Initial:	<input style="width: 80%;" type="text"/>
Last Name: [*]	<input style="width: 80%; border-bottom: 1px solid #ccc;" type="text" value="Smith"/>
Social Security Number:	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>
Birth Date: [*]	<input style="width: 80%;" type="text"/>
Gender:	<input type="radio"/> Female <input type="radio"/> Male
Full Time Student: [*]	<input checked="" type="radio"/> Yes <input type="radio"/> No
Relationship: [*]	<input type="text" value="Dependent"/> ▼

^{*} Dependents added will be enrolled in the medical and dependent care plans in which you are enrolled. Please contact your administrator to enroll a dependent in an HRA plan.

^{*} = required field

Order Dependent Debit Card

Name	Action	Accounts Available on Card	Card Shipped To
Son Smith	<input type="checkbox"/> Issue Card	Medical FSA 01/01/2012-12/31/2012 Dependent Care FSA 01/01/2012-12/31/2012	Lola Smith 3216 13th Ave S Fargo, ND 58511-9538

^{*} Dependent cards will be shipped within 5-7 business days. Verify the primary cardholder's address before clicking the *Order Dependent Card* button. If the address is incorrect, [Update the Address](#) first and then return to request dependent card.

Once you have selected the applicable dependents or spouse, select **Order Dependent Card**. A confirmation page will then display confirming the order of the additional debit card.

HOME	ACCOUNTS	PROFILE	NOTIFICATIONS	FORMS	Daphney Anderson Logout
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Debit Cards

Dependent Card Ordered
Dependent cards have been successfully issued for the following dependents:

- Daughter Anderson
- Son Anderson

Note: The debit card(s) will arrive to your designated shipping address within 10 - 14 days of placing the request. Discovery Benefits' name, address, and phone number are located in the return address field. **'Important Benefit Information Enclosed'** is printed in red font. If you order multiple debit cards, they will be shipped in separate envelopes.