

**How to Access your James Madison University 403b Account Online with
Benefit Plans Administrative Services (BPAS)**

1. Go to <http://www.bpas.com/>
2. In the Participant Accounts tab, select [Retirement Account](#)
3. Click [Login to Your Account](#)
4. Initial information for New Users:
 - a. User ID – your Social Security Number without dashes
 - b. Password – your date of birth, entered as mmddyyyy
 - i. If your birthday is January 1, 1981 you would enter 01011981
5. You will then be prompted to create your own username and password.
6. Once you have set up your new login information, please proceed to your profile to set up the beneficiaries for your account. This is found:
 - a. Under the Personal Information tab, select Designate Beneficiary.