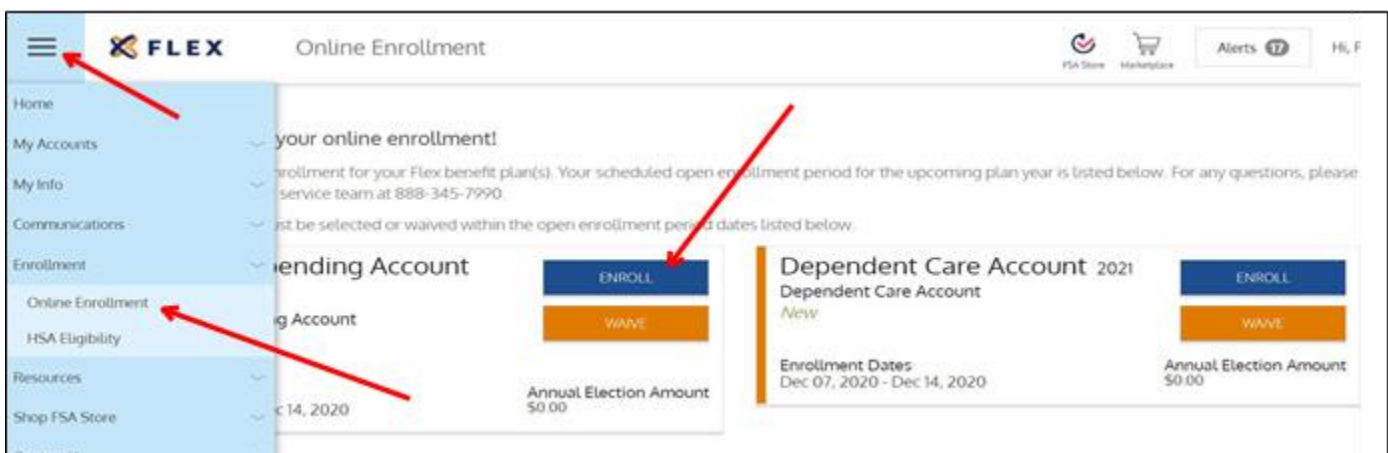




Flex Online Enrollment

- ✓ If this is your first time accessing myflexaccount.com, simply click the **REGISTER** button atop the right corner of your screen.
- ✓ Enter your First Name, Last Name, and Zip Code. Click **NEXT** when completed. (Please contact Flex at 888-345-7990 if additional)
- ✓ Select a verification code delivery method and enter the code sent to you. Click **NEXT** when completed.
- ✓ If Flex does not have an email address or mobile phone number on file, users will need their Employer ID and Employee ID to register online. These ID numbers can be found in your Welcome email from Flex. You may also contact Flex at 888-345-7990 for the ID numbers.
- ✓ Once logged in at www.myflexaccount.com, navigate to the Main Menu, which is the three bars in the in the top left corner of your screen.
- ✓ Then select "**Enrollment**" and "**Online Enrollment**" in the drop-down menu.
- ✓ Next Click on "**Enroll**" and complete the steps below to make your election. If you choose not to elect, click "**Waive**".



It's just 3 Quick Steps to Finalize Your Enrollment!

Step 1 – Verify your demographic information, make any necessary updates, and click **NEXT**

Account Details			
Plan Description	Flexible Spending Account		
Plan Start Date	01/01/2018		
Plan End Date	12/31/2018		
Election	Per Period Contribution	x Remaining Contributions	= Annual Election *
	166.67	x 6	1000.00
* Annual election can be from \$0. ⁰⁰ - \$2,650. ⁰⁰			


Step 2 – Enter the annual amount you wish to elect for the selected plan, check the Box "Click to Finalize your Enrollment" and click **NEXT**.

Thank you for selecting your benefit information. The last step is to review and confirm your annual election below. If you need any further assistance, please contact our customer service team at 888-345-7990.

<p>Certification</p><p>I acknowledge that I am authorizing my employer to deduct equal amounts from my paychecks to collect the designated annual election amount entered above. I recognize that these selections constitute a deliberate binding decision on my part that may not be changed until the enrollment period for the next plan year or if I experience a change in status.</p>

Click to finalize your enrollment

Step 3 – Review your information and click **SUBMIT**. Once submitted, a "Thank You" message will pop up indicating that your application has been submitted. No further action is needed at this time.

 **Thank you!**
Your application has been submitted.

Congratulations! You have completed the enrollment application for your Flex benefit plan(s).

Now you can check out all of the great tools and resources to help you manage your account:

- Manage personal information and communication preferences
- Access account balance and transaction history
- Create new claims, upload receipt documentation, and track claim status
- Update direct deposit information to speed up reimbursements
- Leverage our educational library and interactive decision support tools
- And so much more!

If you haven't already - make sure to also download our mobile app for ultimate "on-the-go" convenience. Simply search for My Flex Account Mobile in the Apple App Store or Google Play.
