

ACCESSING YOUR FLEX ACCOUNT ONLINE

Our secure Online Inquiry System allows you to have 24/7 access to your account information, payment information and your available balance.

Completing your online account set-up is just a few clicks away!

Step 1. Log-on to our website at www.flex-admin.com

Step 2. Select **Participant Log-in**

Step 3. Select **Create Account**

Step 4. You will be prompted to enter your Name and Employee ID number

Step 5. You must then enter your Benefits Card Number or, if you do not have a Benefits Card, you may enter your Employer ID, which is: **FBAMCS**

Step 6. Create your user ID, Password, Security Word and Birth City and your e-mail address.

Step 7. You are now ready to access your individual account!

Once you have completed these steps, you will have 24/7 access to current information regarding your Flexible Spending Account. It's that easy!

Problems Logging into Your Account?

To request a PIN or if you have forgotten your assigned PIN please contact us:

E-mail to: flexdivision@flex-admin.com Include your Full Name, SS# or Employee ID#, Company Name, & Contact phone number

Telephone:
Local **757-340-4567** or Toll Free **800-437-3539** (Monday-Friday 8:30a-5:00p EST)

