

# 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](http://www.flex-admin.com)

**Step 2.** Select **Participants**

**Step 3.** Select **ACCOUNT LOG IN** under the appropriate account type that you participate in. Please note that if you participate in more than one type of account, you do not have to set up a separate account for each one. You will be able to see all your account information under the one User ID and Password you create.

**Step 4.** Select **Participant Login**

**Step 5.** Select **Create Account**

**Step 6.** You will be prompted to enter your Name and Employee ID number

**Step 7.** 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: **FBANNC**

**Step 8.** Create your User ID, Password, Security Word and Birth City and your email address. Please note that your User ID will need to be between 4-10 characters. Your password needs to be between 7-10 characters and must include at least one letter and number.

**Step 9.** 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?

**E-mail to:** [flexdivision@flex-admin.com](mailto: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)