

FLEX Enrollment/Registration



Employee HSA Enrollment



You will receive a welcome email or letter prompting you to register and enroll online.

First you will need to REGISTER

1. Log in at www.myflexaccount.com.
2. Create your own username and password and enter in the requested information.
3. Enter your designated Employee ID (First Initial, Last Name, Last 4 digits of SSN with no spaces) Ex: jsmith1234.
4. Enter Employer ID (this will be provided to you in a Flex Welcome letter or email, or can be obtained by contacting customer service at 888-345-7990).
5. Accept terms of use and verify information to finalize your registration.

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Next you will need to ENROLL online for your HSA

1. Once you've logged in to www.myflexaccount.com, click on the Enrollment Tab. The HSA benefit will be displayed.



2. Click "Enroll" next to the HSA Benefit Option.
3. Verify or update the required demographic fields.
4. Select whether you'd like Electronic or Paper Statements and Tax Forms.
 - Paper statements are \$1.25 per month.
 - Electronic statements are free.
5. You can also elect to add a beneficiary.
6. Read and confirm that you have reviewed the Disclosure documents.
7. Sign and Submit to complete your online enrollment. You should receive confirmation that your Online Enrollment is complete.

Once your account information has been validated, you will receive your HSA debit card and welcome kit at the address on file within the next 7 to 10 business days.