

With MyFlexOnline, You Can Access Your Flex Plan Anytime, Anywhere

The MyFlexOnline website will make your Flex Plan even easier to use!

Access your secure Flex Plan account by visiting www.MyFlexOnline.com. For initial set-up, click on **New User Registration**. Passwords must be at least 6 characters, are case-sensitive, and must contain at least one upper-case letter and one number. For lost or forgotten passwords, click on **Password Reset and User Name Retrieval**.

On the secure MyFlexOnline website, you can:

- ▶ Check your account balance
- ▶ Submit claims
- ▶ Look up eligible expenses
- ▶ Print account statements
- ▶ Track your spending
- ▶ See your savings
- ▶ Verify your elections
- ▶ Review your payments
- ▶ Change your settings
- ▶ Manage your Flex card (if applicable)

ALMQUIST MALTZAHN GALLOWAY & LUTH CERTIFIED PUBLIC ACCOUNTANTS

Welcome, John Q Sample | [Help](#) | [Log Out](#)

March 20, 2013

Benefits | Claims & Payments | Go Mobile | Settings | Contact Us

Benefits

[View Previous Year](#)

Day Care FSA Use it from: 1/1/2013 to 3/15/2014 Claim it by: 3/31/2014 What's covered?	Available Balance: \$0.00 Election Amount: \$5,000.00	See Savings & Spending
Health FSA Use it from: 1/1/2013 to 3/15/2014 Claim it by: 3/31/2014 What's covered?	Available Balance: \$650.00 Election Amount: \$2,500.00	See Savings & Spending

[Submit a Claim](#)

Alerts & Reminders

0 New Message

Now, there's a more convenient way to file claims.

Simply click on **Submit a Claim** from your MyFlexOnline account and follow the instructions to create a claim form and attach and upload receipts. You also have the option to print your claim form and submit your receipts by mail, fax, or email.

For **Dependent Care** claims, please note – the Dependent Care Provider **cannot** sign the claim form in lieu of providing a separate invoice. This differs from the instructions on the claim form itself.

Stay in touch with text or email notifications.

Email notifications will be sent to the email address that you provide in your MyFlexOnline account when:

- ▶ Your claim has been entered
- ▶ A Flex card swipe has been declined
- ▶ A Flex card receipt is required

Change your email notification preferences or add text message notifications by clicking on **Settings** from your MyFlexOnline account. Text messaging charges from your mobile carrier may apply.

Upload Flex card receipts (if applicable).

If applicable, MyFlexOnline allows you to access your flex card swipes that require additional information and upload your receipts by clicking on **Verify Card Use**.



Take your Flex Plan with you: Apps for iPhone® and Android®.

Check your balance, file a claim or submit a receipt with our apps for the iPhone® and Android®. They're FREE! Just search for "MyFlex" at the iTunes® [App Store](#) or [Google Play](#). To log in, use the same ID and password as you do for the MyFlexOnline website.

Important note: When using the online services, you must still meet IRS requirements for submitting claims and Flex card substantiation.

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