

How to Register Online



Creating a free online account is quick and easy.

1.

Go to flexiblebenefit.com and click the “**Register/Login**” button in the **Individuals** tab.

2.

Click the “**Register Now**” button on the right side of the screen.

3.

Select “**Employee**” as your user type and enter your desired user name.

4.

Enter your **Access Code** provided by Flex. If you do not have your access code, please contact the Flex Customer Service Team and we will provide you with this information.

5.

Enter your email address and password.

6.

After you confirm your password, select three **Security Questions** and enter your answers.

7.

Enter the verification code.

8.

Click on the box to accept the Terms and Conditions and hit “**Submit.**”

Congratulations! You have successfully completed the registration process, and you can begin using the many features available at flexiblebenefit.com.