



ACH Payment Set Up Guide

How to set up ACH and recurring payments on the Flex COBRA Portal

Step 1:

Select **Make Payment** from the Home Screen

The screenshot shows the Flex COBRA Portal Home Screen. The top navigation bar includes the FLEX logo and a 'CONTACT US' link. Below the navigation bar, the user's name 'Cindy Smith' and 'Last Login' are displayed. The main content area features a 'Welcome Cindy Smith!' message and a list of navigation links: PROFILE, PAYMENT INFO, PREFERENCES, COMMUNICATION ACTIVITY, MESSAGES, and ELECTION. A message states 'Your next payment of \$550.00 is due Nov 01, 2024'. Below this message, the 'MAKE PAYMENT' button is highlighted with a red box, and the 'RECURRING PAYMENTS' button is also visible.

Step 2:

Select the **I will pay by Checking or Savings Account** option from the **Payment Methods** listed. (Please note, there is a \$20 fee for making a one-time payment by credit card.)

The screenshot shows the Flex COBRA Portal Payment Method selection screen. The top navigation bar includes the FLEX logo and a 'CONTACT US' link. Below the navigation bar, the user's name 'Cindy Smith' and 'Last Login' are displayed. The main content area features a 'MAKE A PAYMENT' section with a list of steps: 1. PAYMENT METHOD, 2. PAYMENT AMOUNT, 3. PAYMENT INFO, 4. REVIEW, and 5. THANK YOU. The 'PAYMENT METHOD' section is active, showing a list of payment options: 'I will pay by Credit or Debit Card', 'I will pay by Checking or Savings Account' (highlighted with a red box), and 'I will send a Check or Money Order through the mail'. The 'NEXT' button is visible at the bottom right.

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Step 3:

Select **Pay full amount for the Next Premium Month Due** and click **Next**.

Step 4:

Add your banking information as requested and click **NEXT**.

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8770 W. Bryn Mawr, Suite 1290W, Chicago, IL 60631

www.myflexcobra.com



Step 5:

Review the **Payment User Agreement**, check the box to agree to the **Terms of Service**, and click **Make Payment**.

FLEX

Cindy Smith Last Login: Sign out

MAKE A PAYMENT

- PAYMENT METHOD
- PAYMENT AMOUNT
- PAYMENT INFO
- 4 REVIEW
- 5 THANK YOU

REVIEW & SUBMIT

Review your payment information. To finalize your payment click "Make Payment" and to exit payment process click "Cancel".

Method Of Payment	Payment Information
Member Name: Cindy Smith	Payment Amount: \$550.00
Routing Number: XXXXXX777	Online payment processing fee: \$20.00
Account Number: XXXXXXXX010	Total payment amount: \$570.00
Account Type: Checking	Payment Date: Nov 06, 2024

Payment User Agreement

By clicking the "Make Payment" button, you are authorizing funds to be withdrawn or credited from the specified account or to your credit/debit card. You also certify that all beneficiaries, including yourself, for whom you are paying remain eligible for participation in the continuation. Submission of payment does not guarantee coverage. All eligibility, payment, election and other requirements still apply.

☒ I have read and agree to the terms of service.

MAKE PAYMENT CANCEL

Step 6:

You will receive payment confirmation as indicated in the screenshot below. Click **Close**.

FLEX

Cindy Smith Last Login: Sign out

MAKE A PAYMENT

- PAYMENT METHOD
- PAYMENT AMOUNT
- PAYMENT INFO
- REVIEW
- 5 THANK YOU

THANK YOU FOR MAKING YOUR PAYMENT!

Your payment has been successfully submitted and confirmation of the submission is below:

Confirmation Information

Payment Amount: \$570.00
Payment Date: Nov 06, 2024
Confirmation #: 100083000000000303000002000

CLOSE PRINT

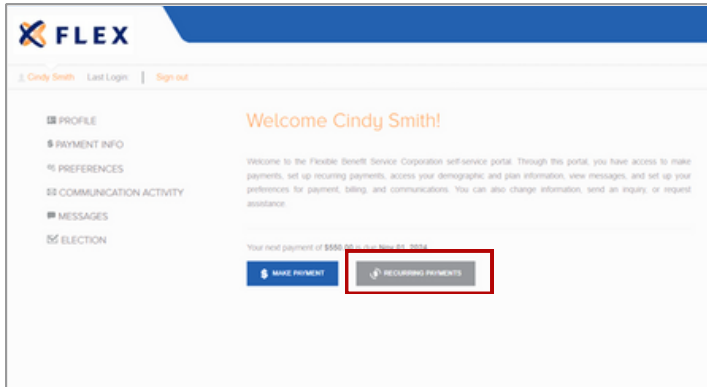
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Step 7:

To set up Recurring Payments, select **Recurring Payments**.



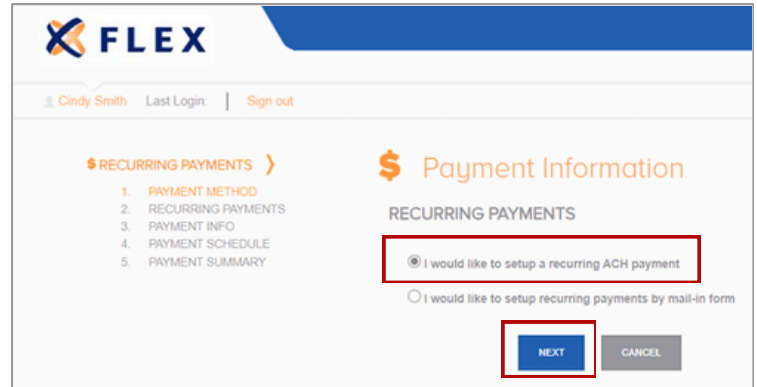
WELCOME Cindy Smith!

Your next payment of \$550.00 is due on 12/04/2024.

[MAKE PAYMENT](#) [RECURRING PAYMENTS](#)

Step 8:

Select **I would like to set up a recurring ACH payment** and click **NEXT**.



RECURRING PAYMENTS

- PAYMENT METHOD
- RECURRING PAYMENTS
- PAYMENT INFO
- PAYMENT SCHEDULE
- PAYMENT SUMMARY

RECURRING PAYMENTS

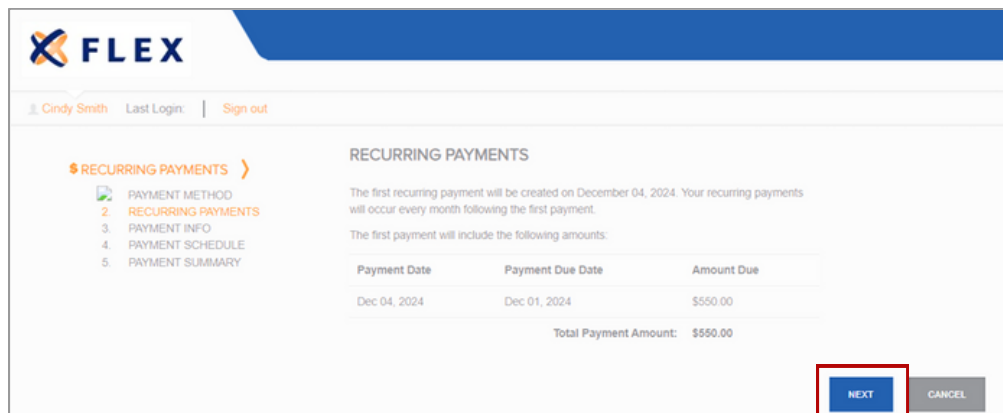
☒ I would like to set up a recurring ACH payment

☐ I would like to set up recurring payments by mail-in form

[NEXT](#) [CANCEL](#)

Step 9:

Review your payment information and click **NEXT**.



RECURRING PAYMENTS

The first recurring payment will be created on December 04, 2024. Your recurring payments will occur every month following the first payment.

The first payment will include the following amounts:

Payment Date	Payment Due Date	Amount Due
Dec 04, 2024	Dec 01, 2024	\$550.00

Total Payment Amount: \$550.00

[NEXT](#) [CANCEL](#)

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Step 10:

Review your **Recurring Payment Schedule** and click **NEXT**.

RECURRING PAYMENT SCHEDULE

Your first recurring payment scheduled for December 04, 2024 will be in the amount of \$550.00.

Payment Date	Payment Due Date	Amount Due
Dec 04, 2024	Dec 01, 2024	\$550.00
Jan 03, 2025	Jan 01, 2025	\$550.00
Feb 04, 2025	Feb 01, 2025	\$550.00
Mar 04, 2025	Mar 01, 2025	\$550.00
Apr 04, 2025	Apr 01, 2025	\$550.00
May 02, 2025	May 01, 2025	\$550.00
Jun 04, 2025	Jun 01, 2025	\$550.00
Jul 04, 2025	Jul 01, 2025	\$550.00
Aug 04, 2025	Aug 01, 2025	\$550.00
Sep 04, 2025	Sep 01, 2025	\$550.00

Page 1 of 3

NEXT CANCEL

Step 11:

Review your **Recurring User Agreement**, check the box to agree to the **Terms of Service**, and click **SUBMIT**.

RECURRING PAYMENT SUMMARY

To finalize the setup of your recurring payments, please review the payment information below and click "SUBMIT". In order for the first and subsequent recurring payments to be processed, the account must be paid through the current period at the time the recurring payment is setup. This can be done by mailing a check or money order or making a one-time online checking/savings or credit/debit payment. Please be sure to confirm when your recurring payment will begin before stopping other payment methods to ensure you remain current.

Method Of Payment

Member Name: Cindy Smith
Bank Name: First American Bank
Account Holder Name: Cindy Smith
Routing Number: XXXXXX777
Account Number: XXXXXX789
Account Type: Checking

Recurring Payment User Agreement

I authorize Flexible Benefit Service Corporation ("Company") to initiate a debit from my checking or savings account or a charge to my debit or credit card (a "payment transaction") for my recurring scheduled payment, agree that the payment transactions I am authorizing comply with applicable law. If the required premium payment changes for any reason, this authorization may be automatically amended to authorize a payment transaction of the amount equal to the new required premium payment plus any additional service fees, if any. However, my account must be fully paid for payment transactions to continue pursuant to this authorization. If changes are made to my plan (including, without limitation, a change in my first day of coverage) or any other event occurs resulting in a reallocation of said payments, Company may suspend any recurring scheduled.

☐ I have read and agree to the terms of service.

SUBMIT CANCEL

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