



# Employer Registration Guide

## How to register on the Flex COBRA Employer Portal

**Getting started:** If you are a new Employer contact, you will receive an email from your Implementation Specialist with a registration code and instructions on how to log in.

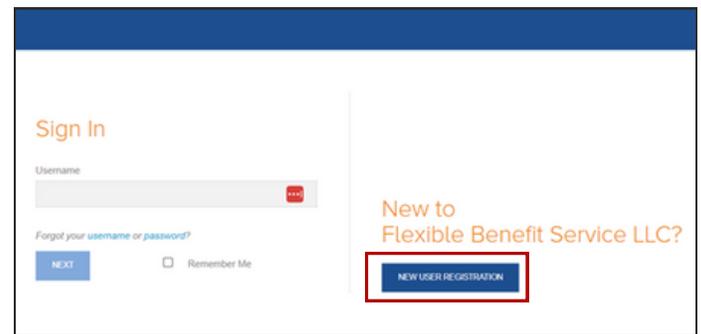
### Step 1:

Navigate to [www.myflexcobra.com](http://www.myflexcobra.com) and click **LOGIN**.



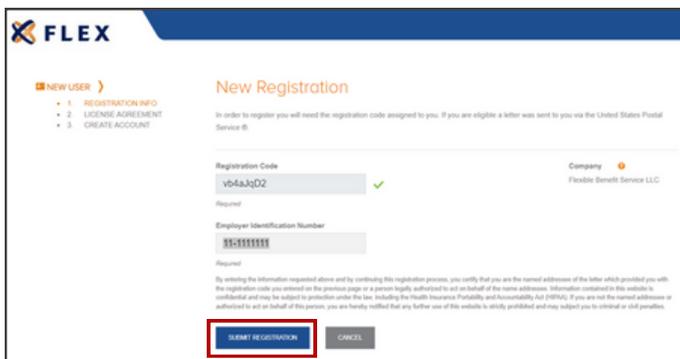
### Step 2:

Next, select **NEW USER REGISTRATION**.



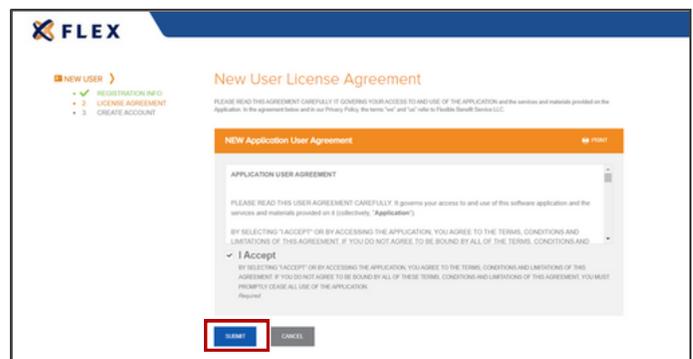
### Step 3:

Enter your registration code and company's Employer Identification (Tax ID) Number when prompted. Then, click **SUBMIT REGISTRATION**.



### Step 4:

Accept the Terms and Conditions and click **SUBMIT**.



Questions? Call us at 888-345-7990, Option 3

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[www.myflexcobra.com](http://www.myflexcobra.com)



## Step 5:

Next, you'll create and confirm your username and password.

**Usernames:** Your username can be the same as your email address. Usernames must be at least six characters long and contain alpha-numeric and special characters.

**Passwords:** Passwords must be at least eight characters long and include at least one number and one special character. Passwords cannot have more than two identical consecutive characters.

Once you've entered your username and password, click **SUBMIT & CREATE ACCOUNT**.

The screenshot shows the 'Portal Username and Password' registration page. On the left, there is a 'NEW USER' section with a progress indicator: 'REGISTRATION INFO' (checked), 'LICENSE AGREEMENT' (checked), and 'CREATE ACCOUNT' (3). The main form has four input fields: 'Email Address', 'Username', 'New Password', and 'Confirm Password'. Each field has a 'Required' label and a red 'X' icon. At the bottom, there are two buttons: 'SUBMIT & CREATE ACCOUNT' (highlighted with a red box) and 'CANCEL'.

## Step 6:

Once your account has been created, you will be directed to **Enter Login Information**. Enter the username and password you just created and click **Log In**.

The screenshot shows the 'Enter Login Information' form. It has two input fields: 'Username' and 'Password', both with red 'X' icons. Below the password field is a 'Remember me?' checkbox. At the bottom, there is a blue 'Log in' button highlighted with a red box.

## Step 7:

Upon confirmation of your login credentials, you will be asked to verify your email. Enter your email address and click **Send Validation Code**.

The screenshot shows the 'Email Validation' form. It has a text prompt: 'In order to login you will need to verify your email address.' Below the prompt is an input field. At the bottom right, there are two buttons: 'X Cancel' and 'Send Validation Code' (highlighted with a red box).

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## Step 8:

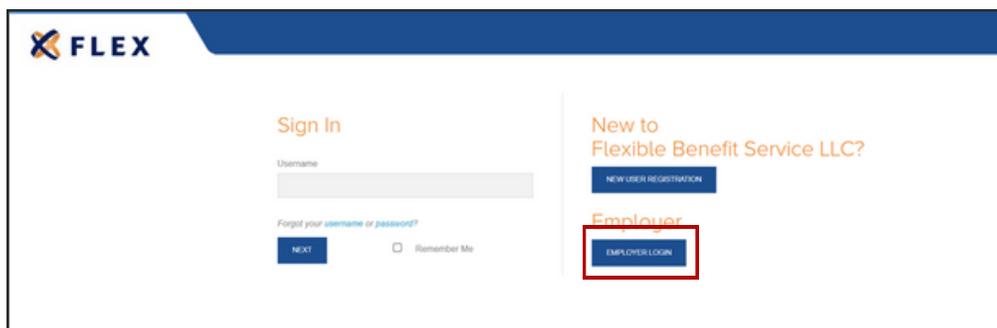
You will receive an email from [no-reply@myhealthpayment.com](mailto:no-reply@myhealthpayment.com) to verify your email. If you do not receive this email, please check your junk/spam folder and/or email setting to ensure this email address is not blocked.

Click the **Validate Email** link from your email. You will be directed to the Flex COBRA website, then click **NEXT**.



**Congratulations! You have completed your registration.**

For any future logins, go to [www.myflexcobra.com](http://www.myflexcobra.com) and click **LOGIN**. A new window will open. From here, click on **EMPLOYER LOGIN** and enter your username and password to access your account.



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