

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** and click **LOGIN**.



Step 3:

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

INDER USER S. RECONTINUED INFO C. LECORE ADREEMENT S. OREARE ACCOUNT	New Registration		
	In order to register you will need the registration code assigned to you. If you are eligible a lefter was sent to you via the United States Pustal Service 8.		
	Registration Code		Company 0
	vb4aJqD2	×	Flexible Benefit Service LLC
	Required		
	Employer Identification Number		
	11-111111		
	Repired		
	By entering the information requested above and by to the neglectuation code you entered on the previous page confidential and may be subject to protection under the authorized to aid to solve an other	intrinuing this registration process, you can'tly is or a person legally authorized to act on below is law, including the Health Insurance Portabilit doe volfault that are factor use of this website	That you are the named addresses of the letter which provided you will of of the name addresses. Information contained in this underlar is y and Accountability Art (1979A). If you are not the named addresses is drivin problem for draw which it was to intrinsic or information.

Step 2:

Next, select NEW USER REGISTRATION.

Sign In Username Forgot your username or password?	New to Flexible Benefit Service LLC?

Step 4:

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

REW USER REGISTRATION INFO 2. LICENSE AGREEMENT 3. CREATE ACCOUNT	New User License Agreement RUSE RICO INSURED CARRENT CONTRACTOR CONTRACTS TO RECORD OF THE APPLICATION and herein and warding purchase the Application. In the approximations and in an Philosy Philosy Bearson Suff and Suff Archites Reader States LLC.	
	NEW Application User Agreement 😝 man	
	APPLICATION USER AGREEMENT	
	PLEASE READ THIS USER AGREEMENT CAREFULLY. It governs your access to and use of this software application and the services and materials provided on it (collectively, 'Application').	
	BY SELECTING "LACOFPT" OR BY ACCESSING THE APPLICATION, YOU AGREE TO THE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT, IF YOU DO NOT AGREE TO BE BOUND BY ALL OF THE TERMS, CONDITIONS AND *	
	 I Accept In succession sectors on environment of any sector volumer to the trans, constrained unstatione or thes addresses if you do not index to be accept that or these trans, constrained unstation or thes addresses to owner index cause as used or the any sector or means 	

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

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

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**.

🗶 FLEX	
NEW USER Not distriction who Ucensit contraction who S create contraction	Portal Username and Password Plaste doces a Username and Password to access the site.
	Email Address
	Damane 0 Pagend
	New Passand 0
	Confere Passaved

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**.

Password	
	•••

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**.

Email Validation	
In order to login you will need to verify your email address.	× Cancel ✓ Send Validation Code

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

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

www.myflecobra.com



Step 8:

You will receive an email from **<u>no-replyemyhealthpayment.com</u>** 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 **<u>Validate Email</u>** 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** and click **LOGIN**. A new window will open. From here, click on **EMPLOYER LOGIN** and enter your username and password to access your account.

🗶 FLEX		
	Username Forgot your sciencianie or passierdor(? NCXT Remember Me	New to Flexible Benefit Service LLC? New USER RECESSIONCOM Employer

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