

# **Employer Registration Guide**

How to register on the Flex Direct Bill 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 **<u>www.flexiblebenefit.com/direct-bill</u>** and click **LOGIN**.



## Step 3:

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

IN NEW USER	New Registration			
I. RECEIPENTION INFO     2. LICENTION AND INFO	In order to register you will need the registration code assigned to you. If you are eligible a letter was sent to you via the United States Plottat Service 8.			
	Registration Code		Company O	
	vb4aJqD2	×	Flexible Benefit Service LLC	
	Required			
	Employer Identification Number			
	11-111111			
	Required			
	the registration code you entered on the previous pag- confidential and may be subject to protection under th	e or a person legally authorized to act on beha e law, including the Health Insurance Portabilit	Put you are the named addressees of the letter which provided you with if of the name addressees. Information contained in this website is by and Accountability Act (HITMA). If you are not the named addressee is in shiring prohibited and may adjust you to sciencial or citize parallies.	

## Step 2:

Next, select NEW USER REGISTRATION.

Sign In	
Username	
Forgot your usemame or password?	New to Flexible Benefit Service LLC?
NEXT Remember Me	NEW USER REGISTRATION

## Step 4:

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

	New User License Agreement		
COENSE ADREEMENT     CREATE ACCOUNT	PLEASE READ THE ADDREADED CAREFULLY IT GOADEDIN'S YORRACCESS TO AND USE OF THE APPLICATION and the serious and maturing provided on the Application. In the agreement below and in our Privacy Publicy, the terms 'we' and 'we' refer to Floation Barried Earlies LLC.		
	NEW Application User Agreement		
	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 1 ACCEPT* 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 SECIENCE VACOPT OR INVACISION DE APPLICATION VOU AVAILE 10 THE TIDES, COLOTIONE NOL LIMITIONO OF THIS AVAILTURE 11 YOU DO NOT AREAT TO BE SUBJECT NOT AVAIL OT THESE TERMS, CONDITION ING LIMITION OF THIS AVAILTURE OF THE APPLICATION INVALUE TO AVAILTURE OF THE APPLICATION.		

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

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



## 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**.

New USER Kegistration INFO Kegistration INFO Kegistration INFO Kegistration INFO Kegistration K	Portal Username and Password Decores Persite.
	Email Address
	Project
	Usersame O
	Report 2
	New Password O
	Report Control
	Confirm Password
	Report Control of Cont

#### 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**.

Jsername	
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



## Step 8:

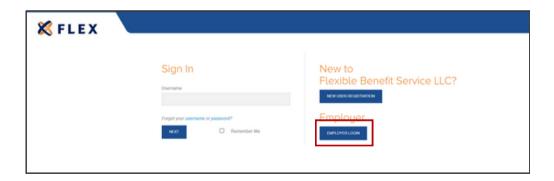
You will receive an email from **<u>no-reply@myhealthpayment.com</u>** to verify your email. If you do not receive this email, please check your junk/spam folder and/or email setting to ensure this email address is not blocked.

Click the **<u>Validate Email</u>** link from your email. You will be directed to the Flex Direct Bill website, then click **NEXT**.



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

For any future logins, go to **www.flexiblebenefit.com/direct-bill** and click **LOGIN**. A new window will open. From here, click on **EMPLOYER LOGIN** and enter your username and password to access your account.



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