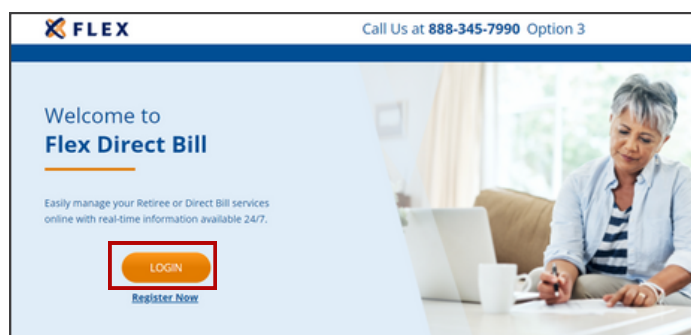# FLEX

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.
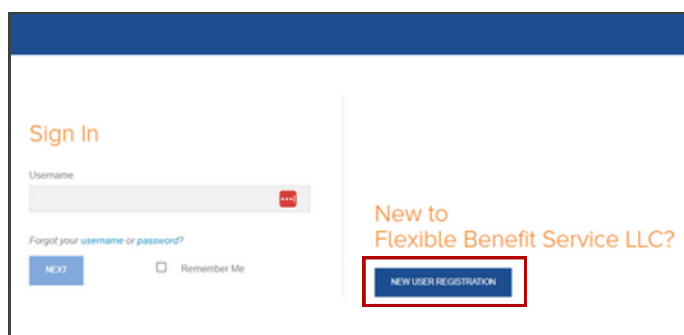
Step 1:

Navigate to **www.flexiblebenefit.com/direct-bill** and click **LOGIN**.
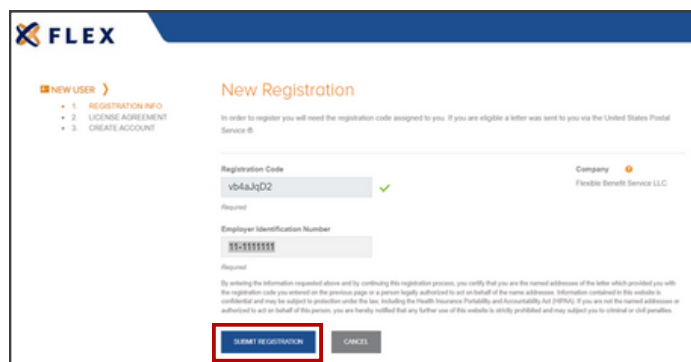

Step 2:

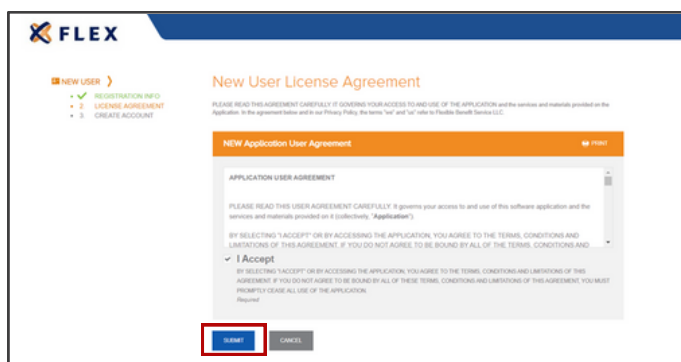Next, select **NEW USER REGISTRATION**.

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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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**.

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**.

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**.

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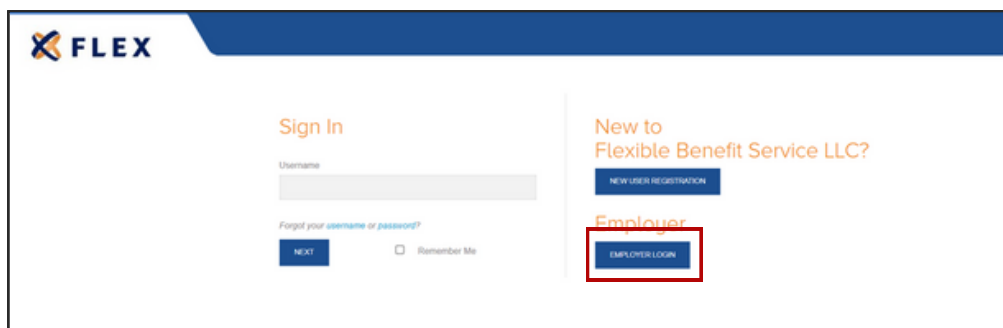
Step 8:

You will receive an email from **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 Direct Bill website, then click **NEXT**.
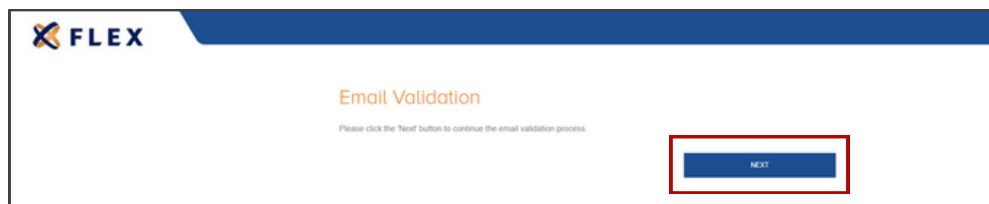
Congratulations! You have completed your registration.

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.

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