



Registering Your Account Online

There are several tools available to you at www.mypayflex.com. Now that you have decided to enroll in a PayFlex Reimbursement Account, it is essential that you register your account on the PayFlex Participant website. Our website will make participation in your plan easy to use, informative and always available. To register your account with PayFlex, please follow the instructions below.

- Open an internet browser and enter www.mypayflex.com.
- Click on **Login** on the left-hand navigation bar and then click on **Register my account**.
- Enter your member number (which is usually your Social Security Number or employer assigned number) and home zip code (the number on file with your employer) and click **Submit**.
- Create a unique username and password and select a security question and answer. (Make sure to keep track of this information for future use.)
- Enter your email address.
- Enroll in e-Notify to receive email notifications from PayFlex. This service will allow you to receive an email once your claim has been processed.
- After completing each required field, click **Submit** and you will be able to access your PayFlex account information.

After registering your account online, please take a few moments to familiarize yourself with our website.

The following can be accessed via the PayFlex website:

- Account Information (Login required)
- Claim History & Payroll Deductions (Login required)
- FSA Savings Calculator
- Expense Planning Worksheets
- Listing of Eligible & Ineligible Expense Items
- Spending Account Buying Center
- Frequently Asked Questions
- Administrative Forms & Publications
- IRS Forms & Publications