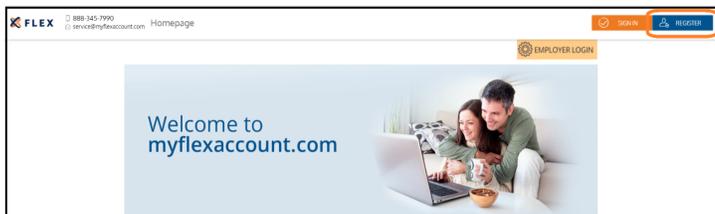# Participant Registration Guide

**How to register on www.myflexaccount.com**

**Getting started** – The participant website can be accessed at: **www.myflexaccount.com**

## Registration

**Step 1.** If this is your first time accessing myflexaccount.com simply click the register button atop the right corner of the home screen.

Enter your First Name, Last Name, and Zip Code. Click **NEXT** when completed. Please contact Flex at 888-345-7990 ifadditional assistance is required.





**Step 2.** Select a verification code delivery method and enter the code sent to you. Click **NEXT** when completed. If Flex does not have an email address or mobile phone number on file, users will need their Employer ID and Employee ID in order to register online. These ID numbers can be found in your Welcome email from Flex. You may also contact Flex at 888-345-7990 for the ID numbers.





**Questions?**      **Call us at 888-345-7990**

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**Step 3.** Create a unique username and password and enter your email address. Click **NEXT** when completed.

**Step 4.** Populate the security questions and responses fields.

**Step 5.** Confirm your email address. Click **NEXT** when completed.

**Step 6.** Confirm information. Click **SUBMIT** when completed.



**Step 7.** Registration process complete.



**Questions?**     **Call us at 888-345-7990**

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