



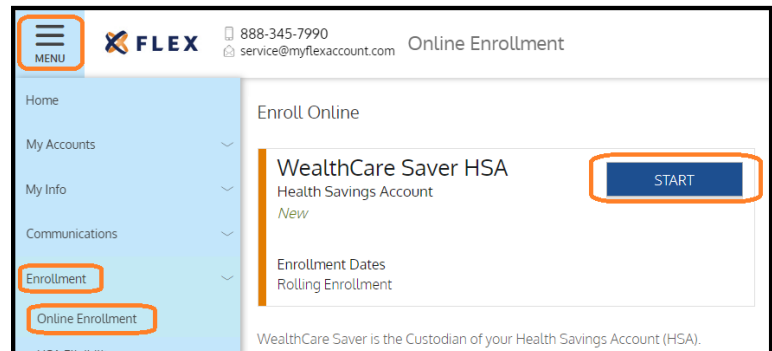
HSA Enrollment Quick Guide

REGISTRATION –The first step is to get registered.

- ✓ If this is your first time accessing myflexaccount.com, simply click the **REGISTER** button atop the right corner of your screen.
- ✓ Enter your First Name, Last Name, and Zip Code. Click **NEXT** when completed. (Please contact Flex at 888-345-7990 if additional assistance is required.)
- ✓ 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** 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.

ENROLLMENT – Next, you will need to enroll online for the HSA

- ✓ Once registered on www.myflexaccount.com, click the **Main Menu**, which is the three lines in the top left corner of your screen.
- ✓ Click on **Enrollment**, then click **Online Enrollment**.
- ✓ Next, click **START** to move forward through the enrollment wizard. You will need to validate your demographic information, complete the HSA application, and submit.



- ✓ Click **START** next to the HSA Benefit Option (Or **WAIVE** if you wish to waive coverage.)
- ✓ Complete and verify the required demographic fields.
- ✓ Select whether you'd like Electronic or Paper Statements and Tax Forms.
- ✓ You can elect to add a beneficiary now or save it for later.
- ✓ Sign and Submit to complete your online enrollment.
- ✓ You should receive a confirmation pop up that your Online Enrollment is complete.
- ✓ Once your account information has been validated, you will receive the HSA debit card and welcome kit at your address on file within the next 7 to 10 business days.