



## ONLINE ACCOUNT ACCESS: Flexible Spending Accounts

To: Flexible Spending Account Participants

From: The Advantage Group

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All Flexible Spending Account participants have the ability to access account information, enter claims, view activity reports, and check balances online!

The following steps will guide you to your online flex account...

1. Logon to [myflexonline.com](http://myflexonline.com)
2. Select the "new user" login where you will enter your social security number and date of birth.
3. You will then be asked to create a user name and password for all future login sessions.
4. You will then be directed to the main screen where a variety of options including checking balances and entering claims are available.

If you prefer personal assistance with the setup of your online access, or have any questions in reference to your account please call 877.506.1660.