



# MyFlexOnline.com

## ***Everything you need to manage your Flexible Benefit Account***

Convenient, secure and simple...this website gives you all of your up-to-date benefits information - 24 hours a day. *Myflexonline* allows you to:

- ✚ Verify your election
- ✚ View your account balance
- ✚ On-line claim form available for completion and faxing
- ✚ How and where to file claims
- ✚ Learn about the plan
- ✚ How to contact us

You may check your **account balance status** any time, day or night. In addition, the website has a claim form and other tools to help you conveniently manage your account. The site also has frequently asked questions and instructions on how to contact us. The website address is [www.MyFlexOnline.com](http://www.MyFlexOnline.com).

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Contact your company's HR representative today to discuss your interest in starting a flex spending account with CBIZ Flex or, if you currently have a flexible spending account, log in and start taking advantage of this website.

### **How to log in to your account:**

- ✚ The employee website is accessed by going to [www.myflexonline.com](http://www.myflexonline.com).
- ✚ Once there, select the "New User" option.
- ✚ Enter your social security number, date of birth, and an email address.
- ✚ Set up your unique user ID and password.
- ✚ You now have access to your account online!
- ✚ This website allows you access to all of your flexible benefit information – election amounts; contributed year-to-date; claims filed; amounts paid and much more!
- ✚ The website is updated each night with the prior day's transactions so you are always accessing the most current information.

### **Enjoy easy access to your spending account**

- ✚ You will have access to the website anywhere – at any time- where internet is accessible.
- ✚ Your personal information is updated daily.
- ✚ The web site is simple to navigate.

CBIZ Flex will continue to respond to any needs you may have via our standard customer service methods. Our priority is quality customer service and we look forward to working with you.



CBIZ

Your Business Just Got Easier.