



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
- + File claims online
- + Print claim forms
- + How and where to file claims
- + Look up qualified expenses
- + Change in status rules
- + Eligibility requirements
- + Learn about the plan
- + How to contact us

You may check your **account balance status** any time, day or night at the website. In addition, the website has a claim form, a list of qualified expenses, 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.

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.
- + Once there, select the "New User" option.
- + You will be asked to enter your social security number, date of birth, and an email address.
- + You will then be prompted to 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 – medical, dependent care, and transportation 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 throughout the world where you can access the internet – at any time.
- + 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 goal is to make your experience with us even better. Thank you for your continued use of our services.

