

HOW TO ACCESS YOUR FLEX ACCOUNT ON-LINE

Our Online Inquiry system allows you 24/7 access to personalized inquiry screens containing Claim information, Payment information and Balance information via our secure website at www.flex-admin.com.

Just follow these easy steps to view your account through our website:

1. Go to www.flex-admin.com
2. Go to **FLEX PARTICIPANTS**
3. Click on **LOGIN TO MY FLEX ACCOUNT**
4. You will be redirected to a secure web page
5. Enter the requested information:
 - a. **User ID:** (your social security number)
 - b. **PIN:** (4-digit number)

If you need to request a PIN or you have forgotten your assigned PIN, please call our office or send a detailed e-mail including your Full Name, Social Security Number, Company Name, Daytime Phone Number, and E-Mail Address. A representative from our office will contact you during regular business hours Monday through Friday, 8:30 AM - 5:00 PM Eastern Daylight Time.



Phone (757) 340-4567 or Toll Free 1-800-437-3539