Step by Step Guide to Setting up and Viewing your personal Flex Plan information online.

1) **Go to www.AdvantageAdmin.com**

2) **In the upper right hand corner, click on Myflex.**

3) **If you have never set up an account on the website before, you will need to click on "new user". If you have set up an account, you need to simply type in your username and password (skip down to number 6).**

4) **Once you have clicked on "new user" you will need to fill in the information that is asked for.**

5) **You can choose your own username and password.** ***Please note: the password must be between 6 and 8 characters. The username can be your email address. The username cannot contain any spaces.***

6) **Once signed in, you will click on the "View Account" tab. This is where you are able to check balances, elections, as well as how much you have contributed so far this year. You will also be able to see on this screen how much your last payment was for and the date in which that payment was initiated from our office.**

7) **If you would like to see what claims you have submitted this year, you can click on "Completed Payments". This will tell you the dates and the amounts of claims that have been processed to your account.**

8) **If you are a dependant care participant and want to know what claims you have pending and waiting to be paid out, you can click on "Pending Payments" and this will show those claims.**

9) **The online account also allows you to file a claim. The advantage of this is you are just pointing and clicking on options and you do not have to take the time to write everything out on the claim form. YOU ARE STILL REQUIRED TO PRINT THIS FORM OFF AND SEND IT TO OUR OFFICE BY MAIL OR FAX ALONG WITH THE APPROPRIATE THIRD PARTY PROOFS!**

Do not ever hesitate to call our office at 1-800-383-1623 if you ever have any questions.