

# MY FLEX ON-LINE (MyFlexOnline.com)

## REGISTRATION INSTRUCTIONS

You must be enrolled before you can register at [www.myflexonline.com](http://www.myflexonline.com).

### EMPLOYEE INSTRUCTIONS

Registering On-line:

1. Go to Servicecorp.com
2. Click on: My Flex On-line (located under Links to Business Partners, left side of your screen)
3. When page opens you will see (My Flex On-line)
4. Click on (NEW USER) and register by following the instruction.

### MY FLEX ON-LINE (FIRST SCREEN)


		<b>Additional Options</b>
User Name	<input type="text"/>	<a href="#">NEW USER</a>
Password	<input type="text"/>	<a href="#">LOST PASSWORD</a>
<a href="#">LOGIN</a>		<a href="#">VIEW SAMPLE</a>
<p>Welcome to the MyFlexOnline participant website. Although this page may look different, your previously established username and password is still valid.</p> <p>First time? Click on "New User" to establish your username and password to manage your account.</p>		

## SECOND SCREEN

1. Answer the following questions to register.
2. After you have answered each question click on continue to advance.

MyFlexOnline

**Only one account per participant (employee) is available. To create a new account, complete all the items below and click "Continue."**

Social Security Number (111223333)	<input type="text"/>	
Date of Birth: (mm/dd/yyyy):	<input type="text"/>	
E-mail Address:	<input type="text"/>	
<hr style="border-top: 1px dotted #000;"/>		
NOTE: If you leave the user name blank, your user name will be the e-mail address entered above.		
User Name:	<input type="text"/>	
		Must be 6 -20 characters long any combination of numbers, letters or symbols: !@#\$%^&*(). Letters are upper and lower case sensitive. No spaces.
Password:	<input type="text"/>	
		Must be 6 -20 characters long any combination of numbers, letters or symbols: !@#\$%^&*(). Letters are upper and lower case sensitive. No spaces.
Confirm Password:	<input type="text"/>	
Select a Hint Question:	<input type="text" value="Favorite Movie?"/> ▼	
Answer:	<input type="text"/>	

[Continue ▶](#)

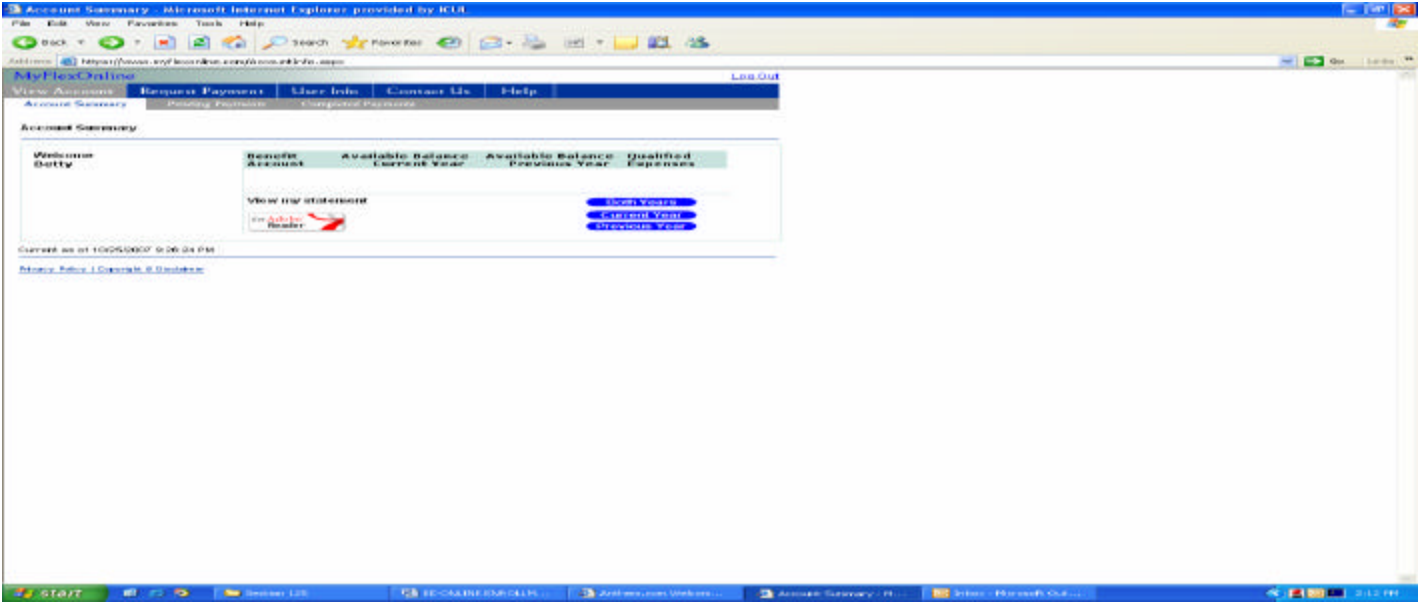
3. You will not be allowed to continue your registration unless you are a current participant in our Flex program.

### THIRD SCREEN

1. Once the registration is completed, you will see the following screen.

**CLICK On: (User Info)**

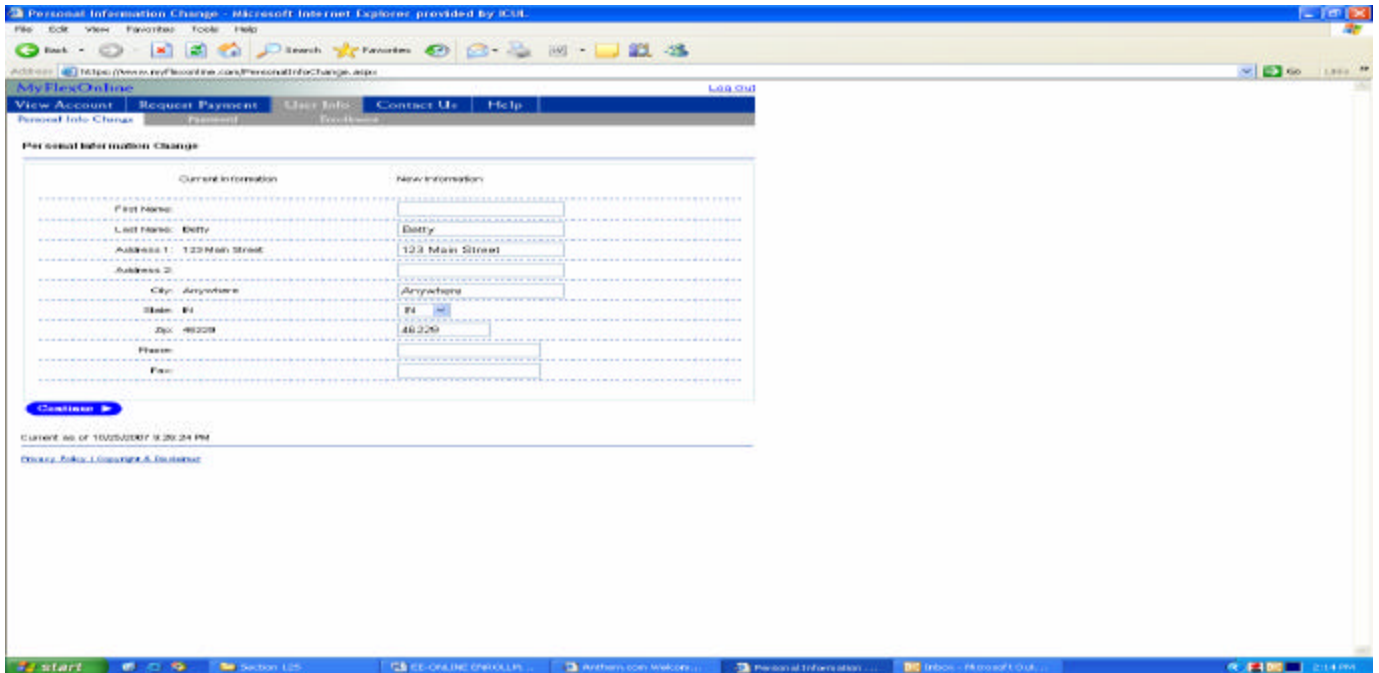
Located on dark blue tool bar, (third subject from the left).



### FOURTH SCREEN

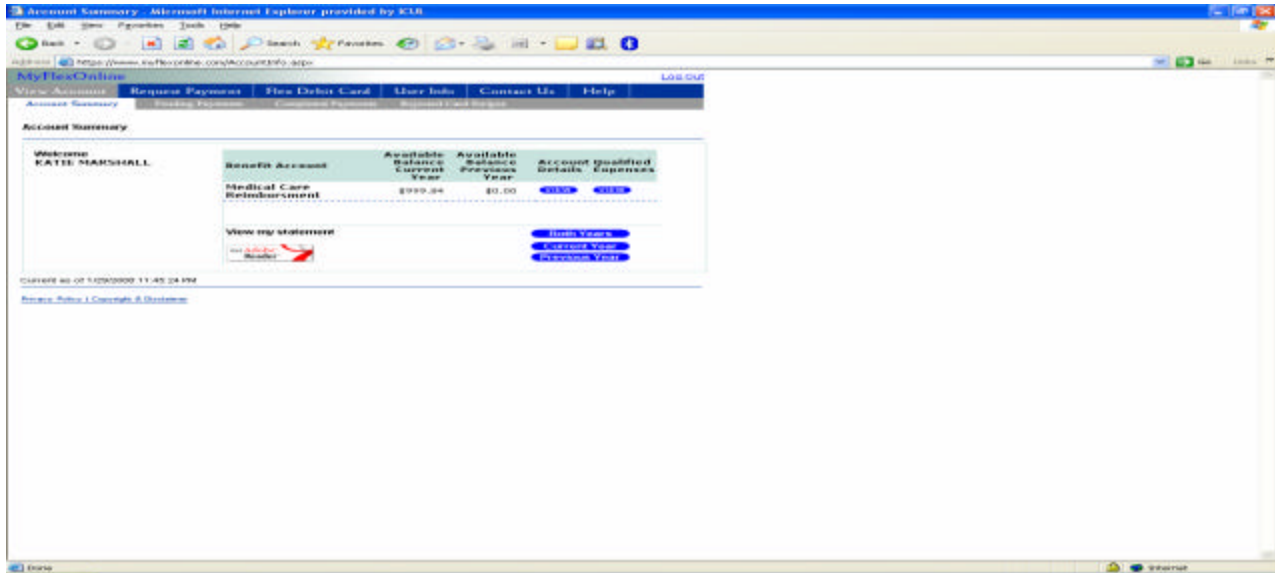
1. **USER INFO:**

Screen displays personal information. Confirm it is correct.



## FIFTH SCREEN

Click on **Account Summary** and you will see your available balances.

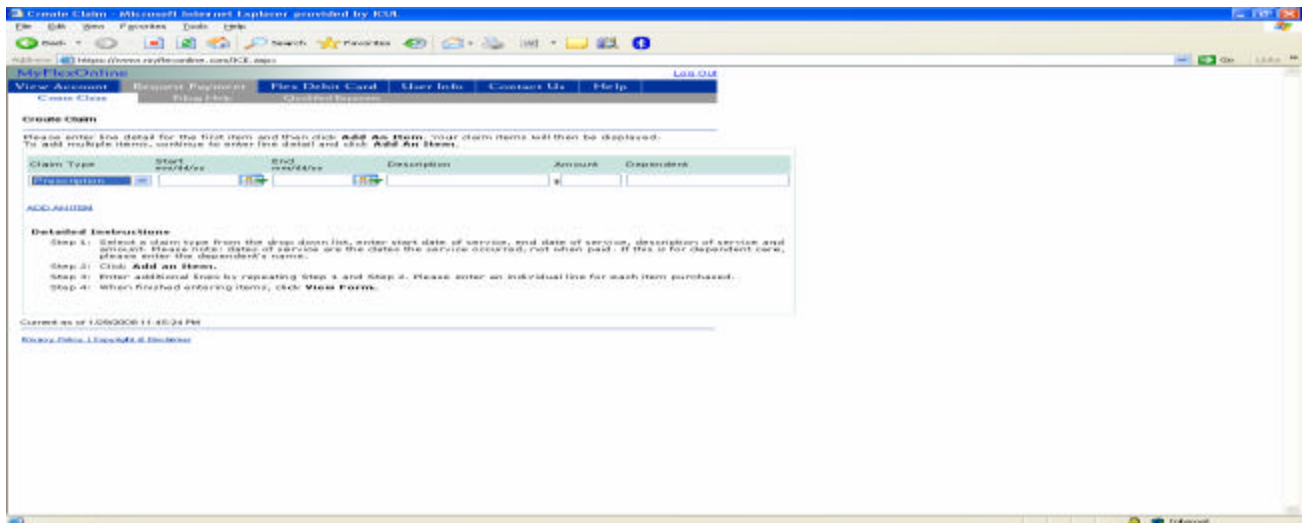


You can also view qualified expenses and statements for both the current and previous years.

To file a claim on-line, click on **Request Payment**.

## FILING AN ON-LINE CLAIM

Complete the information requested. If you have more than one item, click on **Add an Item**. When completed, click on **Submit Claim**. You **must** print the claim form, attach receipts and fax to our office.



**FAX NUMBER**  
**317-594-5285**