

# Welcome to PayFlex®

Welcome to PayFlex, your new **Flexible Spending Account (FSA)** administrator. Founded in 1987, PayFlex is one of the largest account-based third party administrators. As an FSA member, you can expect exceptional service and support from all areas of our organization. We also have great tools and resources to help you manage your account(s).

## Easily manage your account online

- View your account balance(s), payments and deposits
- Submit claims to pay yourself back for eligible out of pocket expenses
- Enroll in direct deposit
- Sign up for account alerts
- View educational materials, forms, eligible expense items and frequently asked questions



## Get started today

- Go to **payflex.com**.
- Click **Sign In**, located at the top right corner.
- If you're a new user, click **Create Your Profile** and complete the required fields.

## Manage your account on the go with PayFlex Mobile®

Download the PayFlex Mobile app from your mobile app store. To log in, use the same username and password you created on the PayFlex member website. Now you can view your account activity and manage your FSA dollars all from the palm of your hand.

## Stay connected!

Sign up to get important account notifications through e-mail, web alert or text message. Log in to your account online and select **My Settings**.

## Questions?

Log in to your PayFlex member website and click **Contact Us**. We're here to help Monday – Friday, 7 a.m. – 7 p.m. CT, and Saturday, 9 a.m. – 2 p.m. CT.

### PayFlex Systems USA, Inc.

This material is for informational purposes only and is not an offer of coverage. It contains only a partial, general description of plan benefits or programs and does not constitute a contract. It does not contain legal or tax advice. You should contact your legal counsel if you have any questions or if you need additional information. In case of a conflict between your plan documents and the information in this material, the plan documents will govern. Eligible expenses may vary from employer to employer. Please refer to your employer's Summary Plan Description ("SPD") for more information about your covered benefits. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about PayFlex, go to [payflex.com](http://payflex.com).

Financial Sanctions Exclusions. If benefits provided by any agreement violate or will violate any economic or trade sanctions, benefits are immediately considered invalid. PayFlex cannot make payments for claims or services if it violates a financial sanction regulation. This includes sanctions related to a blocked person or a country under sanction by the United States, unless permitted under a written Office of Foreign Asset Control (OFAC) license. For more information, visit <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.

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[payflex.com](http://payflex.com)