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Online Enrollment Instructions

Enrollment for your Flexible Spending Arrangement benefits will be available online through Flex-Plan Services.

Step 1: Visit www.flex-plan.com, choose the “Participant” tab and select the link “[Manage My Account](#)”.

*If you are not already registered for online account access you will need to complete registration prior to making an election. Go to **Step 2**.

*If you are registered for online account access, go to **Step 3**. If you forgot your username and/or password, click on ‘Forgot Password’. Your User Name and temporary password will be emailed to you.

Step 2: Registering your Account:

First time users will select the “Register With Flex-Plan.com” link. You will need the following information to register your account:

- Last Name, First Initial
- E-mail Address
- Company Code: **(BOI)**
- Choose a User Name
- Date of Birth

Shortly after registering for online access you will receive an e-mail confirmation with a temporary password.

Step 3: Log in to your online account and check:

- ✓ Personal Information
- ✓ Plan enrollment (including dates, maximums and enrollment status)
- ✓ Current elected benefit information

Step 4: To enroll, select the link “[Enroll Now](#)” located underneath your address. Populate all the desired benefits with your election(s) for the new plan year.

Step 5: Confirm your election and do not forget to read and agree to the ‘Compensation Redirection Agreement and Election Certification.’ After confirming the agreement and submitting, your FSA election(s) will populate on your personal information page.

*If you need to edit your election(s), select the “[Edit My Elections](#)” link to update your FSA election(s).

Contact Customer Service

Customer service is available Monday through Friday from 7:00 am to 5:00 pm, PT. You can reach customer service toll-free at (800) 669-3539 or email at flexplan@flex-plan.com.

