



**Employee
Benefit
Concepts, Inc.**

30140 Orchard Lake Road • Farmington Hills, Michigan 48334

Mailing Address • P.O. Box 2365 • Farmington Hills, Michigan 48333-2365

Employee Benefit Concepts, Inc.

To create www.myflexonline.com On-line

Participants may monitor their own FSA account on-line. Participants can view all transactions, available balances and create claim forms for receipt submission, etc.

To create an account, Log into: www.myflexonline.com

Create a “User Name” no spaces i.e. jsmith (Minimum 6 characters)

Enter a “Password” no spaces i.e. Sunset (Minimum 6 characters)

Please remember the “User Name” and “Password”

Once this is linked, you will be taken to a screen to create a new user

You will be asked for a social security number (i.e. 111223333) no dashes or spaces (This is required for the first log on only)

Date of Birth (mm/dd/yy) 01/01/60

Email Address: jsmith60@gmail.com

User Name: i.e. jsmith

Password: i.e. Sunset

Confirm Password: Sunset

Select a Hint Question: Favorite Movie

Answer: Sound of Music

Once the account is created, the participant will be able to view their own information from www.myflexonline.com . You may obtain information from our web site: www.employeebenefitconcepts.com . Claims and questions can be emailed to: claims@employeebenefitconcepts.com

Within (248) 855-8040 • Fax (248) 855-2454 • Outside (248) 1-800-344-4101 • 1-800-355-8040

Web site: [Http://www.employeebenefitconcepts.com](http://www.employeebenefitconcepts.com)

Email: claims@employeebenefitconcepts.com