



## Accessing Your Flexible Spending Account is Fast and Easy!

### Step 1 – Log into Site

Access your Flexible Spending Account online by logging into [www.myfsaexpress.com](http://www.myfsaexpress.com) and click on the access my account button.



### Step 2 – Sign In

Click on "Sign In"



### Step 3 – Register Account

If this is your first time logging in enter your personal information and create a User ID and Password to access the site in the future. Please note:

Employee ID: VU Net ID beginning with 00  
(for example, if your VU Net ID is 0012345, use 000012345)  
Employer ID: BEXVANDY



### Step 4 – Review Your Account

After logging in, you will see the Personal Dashboard. From here you can view account balances, claim statuses, and complete an online claim form:

## Need Help

We realize not every question can be answered on the materials provided, if you need any assistance – the following options are available. benefitexpress, a WEX company provides three ways to assist with your requests, just simply click Contact Us on the top right of the website at any time:

You may chat live with one of the Service Specialists. To initiate a chat, click on the "Live Help" button.

You may contact us via telephone at 877-837- 5017. Normal hours of operation are 7:30 a.m. to 6:00 p.m. CST.

You may email your request to [help@mybenefitexpress.com](mailto:help@mybenefitexpress.com).