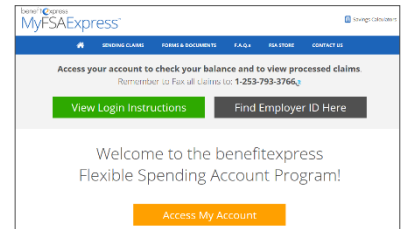


# Accessing Your Flexible Spending Account is Fast and Easy!

## 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 orange access my account button.



## Step 2 – Login

Enter your **User ID** and **Password** and click the “**Login**” button. If this is your first time accessing your account, click the “**Create Account**” link.



## Step 3 – Create Account

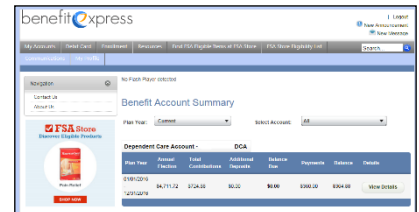
Enter your personal information and create a **User ID** and **Password** to access the site in the future. Please note:

**Employee ID: 00 +7 Digit Employee ID** Example: If your Employee ID was 1234567, you would use 001234567 as your Employee ID in the system

**Employer ID: BEXVANDY**

## Step 4 – Review Your Account

After logging in, you will see the Welcome Screen pictured to the right. From here you can view account balances, claim statuses, and complete an online claim form:



## Questions?



You may also locate your Employer ID online or print out forms and documents at [www.myfsaexpress.com](http://www.myfsaexpress.com).



Please contact benefitexpress toll free at 877-5017.



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