



# ACCESSING YOUR BENEFITS

To get started, follow these simple steps.

## 1 Employee Portal Access

- Visit [www.proflextpa.com](http://www.proflextpa.com), hover over the Login menu and select Employee Login.
- Your username is your first initial, then your last name, followed by the last four digits of your SSN  
*Example: John Smith (SSN 111-22-3456) would have a username of jsmith3456*
- The initial password is "proflex"  
You will be required to change your password and setup three challenge questions upon logging in.\*

## 2 Mobile App Access

- Download the Pro-Flex Administrators Mobile App at the App Store or Google Play
- Your username is your first initial, then your last name, followed by the last four digits of your SSN
- The initial password is "proflex"
- You will be required to change your password and setup one challenge question upon logging in.\*
- Setup fingerprint access (if your device allows) for easier access in the future!



Having trouble logging in? Contact Pro-Flex Administrators by calling (716) 633-2073  
or via email at [CSR@proflextpa.com](mailto:CSR@proflextpa.com)

*\* After initially setting up your account, future attempts to access your online account will allow for three incorrect username/password entries before your account becomes locked. You may reset your password using the "Forgot Password" link on the login page. To unlock your account, please contact Pro-Flex Administrators at the phone number or email address above.*



Manage your healthcare accounts from the palm of your hand.

**W**ant to check your healthcare account balances and submit receipts from anywhere? There's an app for that! Pro-Flex Administrators Mobile App lets you easily and securely access your health benefit accounts, submit claims and upload receipts at any time. You have quick access to common tasks<sup>1</sup> with an easy-to-use design that helps make sense of your health and financial information.

## Stay up to speed

With Pro-Flex Administrators Mobile App, you can get to the healthcare account information you need—fast. Wondering whether you have enough money to pay a bill or make a purchase? Pro-Flex Administrators Mobile App, puts the answers at your fingertips.

- Quickly check available balances and account details for medical and dependent care FSA, HSA, HRA, VEBA, transportation and premium reimbursement plans
- View charts summarizing account information
- Set account alerts and get notifications via text message
- View claims requiring receipts
- Link to an external web page to obtain helpful information such as a list of eligible expenses
- Retrieve a lost username or password
- Use your device of choice – including iPhone®, iPad®, iPod touch® and Android™ smartphones and tablet devices

## Tap and take action

Make a payment, capture a receipt or take any number of actions – whether you're on the couch or waiting in line. With Pro-Flex Administrators Mobile App, you can get it done fast and enjoy the rest of your day:

- Submit claims for medical and dependent care FSA, HRA, VEBA, transportation and premium reimbursement plans
- Snap a photo of a receipt and submit with a new or existing claim, or store in your camera roll for later use in claim filing
- Request a distribution from an HSA account
- Contribute funds to an HSA account
- Access your account funds to pay yourself or someone such as doctor
- Add and store information on new payees
- Enter and view expense information and receipts
- Report a debit card as lost or stolen

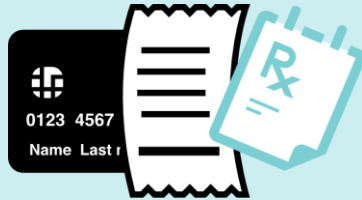
<sup>1</sup> Some functionality listed may require additional products or services.

# Imagine what you could do with Pro-Flex Administrators Mobile App!



## Get Reimbursed Quickly

Let's face it – no one *really* likes to visit the doctor, dentists, pharmacy or other healthcare provider. But sometimes you do and you may forget to use your health benefits card. So, when you pay for a qualified medical expense using your own money, you want to maximize your dollars and be reimbursed from your pre-tax account. File a claim with a receipt or request a distribution from your HSA soon after it happens. Right from your phone. Right from wherever you are. Get the payment process started.



## Track Receipts

Why is it that the one receipt you need is always the one you can't find? With Pro-Flex Administrators Mobile App, you can record a health expense and capture the receipt the moment the transaction happens. That's peace of mind with a touch of a button.



## Check Balances

Wondering whether you can pay for an elective procedure or a mounting bill? Do a quick account check to see your current balance. No need to wait for an answer – it's right at your fingertips.

## Get started with Pro-Flex Administrators Mobile App in minutes.



Download the Pro-Flex Administrators Mobile app for your chosen device from the Apple App Store or Google Play and log in using the password