



# 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.*