



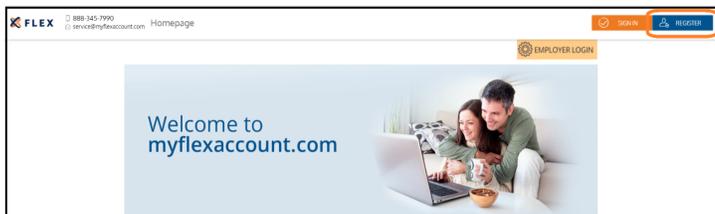
Participant Registration Guide

How to register on www.myflexaccount.com

Getting started – The participant website can be accessed at: www.myflexaccount.com

Registration

Step 1. If this is your first time accessing myflexaccount.com simply click the register button atop the right corner of the home screen.



Enter your First Name, Last Name, and Zip Code. Click **NEXT** when completed. Please contact Flex at 888-345-7990 if additional assistance is required.

Step 2. Select a verification code delivery method and enter the code sent to you. Click **NEXT** when completed. If Flex does not have an email address or mobile phone number on file, users will need their Employer ID and Employee ID in order to register online. These ID numbers can be found in your Welcome email from Flex. You may also contact Flex at 888-345-7990 for the ID numbers.

Questions?

Call us at 888-345-7990



Step 3. Create a unique username and password and enter your email address. Click **NEXT** when completed.

The screenshot shows the registration form at Step 3 of 6. The progress bar at the top indicates steps 1 through 6, with Step 3 highlighted. Below the progress bar, it says "You are on step 3 of 6". The main heading is "Create a user name, email and password for your account." There are four input fields: "User Name *", "Email *", "Password * ?" (with a password strength indicator), and "Confirm Password *". At the bottom, there are three buttons: "CANCEL" (orange), "BACK" (blue), and "NEXT" (blue).

Step 4. Populate the security questions and responses fields.

The screenshot shows the registration form at Step 4 of 6. The progress bar at the top indicates steps 1 through 6, with Step 4 highlighted. Below the progress bar, it says "You are on step 4 of 6". The main heading is "Populate the security questions and responses fields." There are four "Select Question" dropdown menus and four "Question Response" text input fields. A help icon (i) is present with the text: "Please use the select boxes labelled select question 1, select question 2, select question 3, and select question 4 to choose questions which are relevant to you and then enter answers to those questions." At the bottom, there are three buttons: "CANCEL" (orange), "BACK" (blue), and "NEXT" (blue).

Step 5. Confirm your email address. Click **NEXT** when completed.

The screenshot shows the registration form at Step 5 of 6. The progress bar at the top indicates steps 1 through 6, with Step 5 highlighted. Below the progress bar, it says "You are on step 5 of 6". The main heading is "Confirm your email address." There are three input fields: "First Name" (Trent), "Last Name" (Rendon), and "Confirm Email *" (service@myflexaccount.com). A help icon (i) is present with the text: "The email address entered is used for security encryption only. It is not used for solicitation purposes." At the bottom, there are three buttons: "CANCEL" (orange), "BACK" (blue), and "NEXT" (blue).

Questions?

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Step 6. Confirm information. Click **SUBMIT** when completed.

Step 7. Registration process complete.

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