

Employee Online Enrollment

- You'll start from our website, www.AdvantageAdmin.com, and click on "Login" then, under Employee Login, on "MyFlex".
- By entering your username and password, you'll access your online account. If you've participated in the past, but haven't ever signed into your MyFlex account, your pre-assigned username is the first initial of your first name followed by your last name followed by your company code, followed by the last four digits of your social security number. Your temporary password is Flexplan*1. Please note that while your username is not case sensitive, the password is. Once you click on "Log-In" you'll be asked to set up several security questions/answers (which are case-sensitive) change the password, and have the option to change the username, as well. If you have accessed your MyFlex account, but have forgotten your username or password, please feel free to call our office for assistance.
- Once you have accessed your online account, you'll see the message, "It's Enrollment Time." You will need to click on "Enroll" then "Begin Your Enrollment Now."
- First, you'll verify your current demographic information, then click "continue."
- Next, Step 2 will allow you to add any dependents, then again, click "continue".
- Step 3 requires that you read and check off on the rules, and again, click "continue."
- Step 4 will allow you to enter your annual election amounts, for the medical and dependent care accounts, then you'll click "calculate" to see your per pay period deduction and estimated tax savings, and again, click "continue."
- Step 5 allows you to select how you would prefer to be reimbursed – by check, direct deposit, or Flex Visa Card – then again, click "continue." Please note, if you have a current Flex Visa Card, a new card will not be sent, as replacement cards are not issued until current cards expire. However, "Flex Visa Card" does need to be chosen as the primary method of reimbursement in order for your elected funds to be loaded on your cards.
- Step 6 simply shows a summary of all the information, including demographic, dependents, election amount, and reimbursement method, and allows any last minute edits, if necessary. When you are satisfied with the information, you'll click "Submit" and will receive a printable Enrollment Confirmation page.

New Employees, or those who have not participated in the past, will need to complete a paper enrollment as their personal information is not in our system, and as such, they do not have the needed pre-assigned username and password, so have no online account access.

Please contact Advantage Administrator's Customer Care Team with questions:

Email: customercare@AdvantageAdmin.com

Phone: 319-352-1623 or 1-800-383-1623