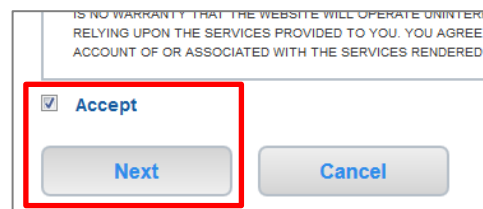
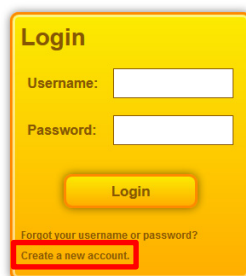


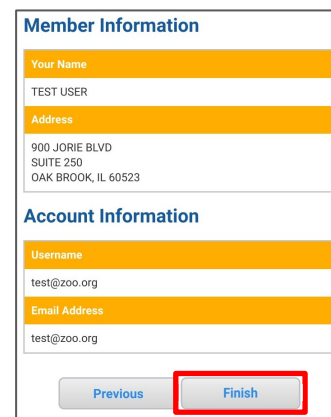
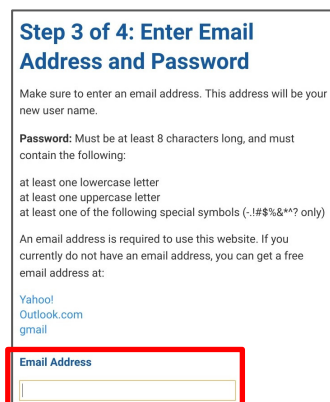
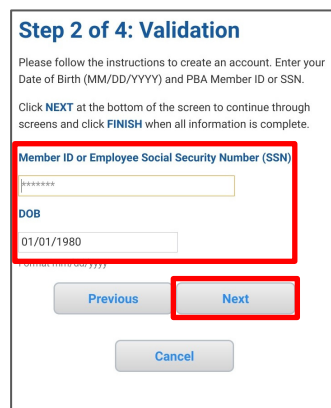
# How to Create and Access Your Flex Account

## How to Create Your Account

1. Go to [pbaclaims.com](http://pbaclaims.com) and click **Secure Login > Employee**.
2. Click **Create a new account**.
3. Check **Accept** and click **Next** if you agree to the terms and conditions.



4. Enter the employee Social Security Number (SSN) and employee date of birth. Click **Next**.
5. Enter your e-mail, which will be your username, create your password and set up your security questions and answers. Click **Next**.
6. Verify your information and click **Finish**.

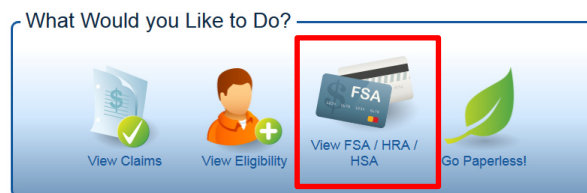


## How to Access an Existing Account

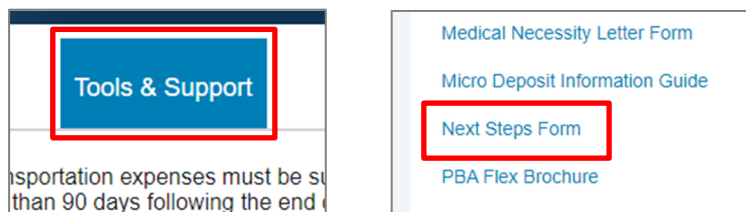
1. Go to [pbaclaims.com](http://pbaclaims.com) and click the **Secure Login > Employee**.
2. Enter your **username** and **password** and click **login**.



3. Click on the **View FSA/ HRA /HSA button**.

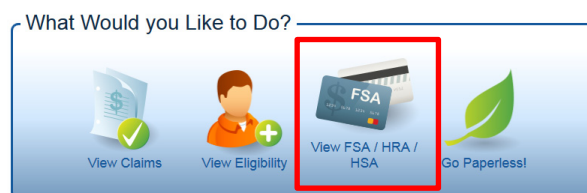


4. For additional information, please click **Tools and Support**. Choose the **Next Steps Form** Form.

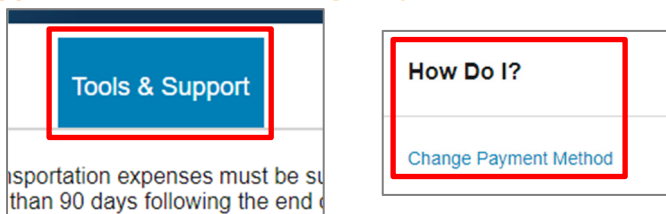


## How to Add or Change Direct Deposit on Your Account

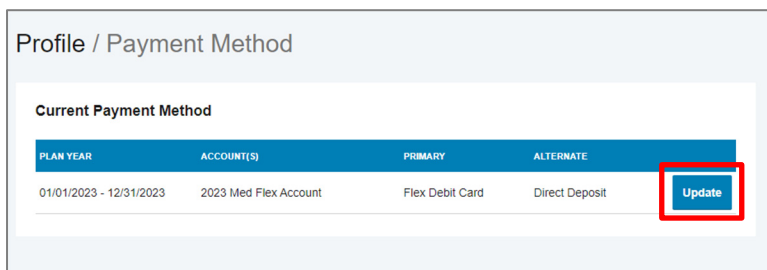
1. Click on **View FSA/HRA/HSA**.



2. Click on **Tools & support > How Do I? > Change Payment Method**.



3. Click **update** on the current plan that you want to change.



4. Under **Alternate Payment Method**, click on **Direct Deposit** and enter banking information.
5. Click **Submit** to save changes.

