

MAKE YOUR ELECTION ONLINE: New or Mid-Year Elections

Step 1 - Log Into Your Account

Please go to www.FlexToday.com and click on **Secure Employee Login** to log into your account. If you are a new employee or new to the Plan, use the **New User** option to setup your account.

If you can't log in or have forgotten your user name or password, please call us at 800-995-5373.

Step 2 - Update Your Personal Information

Once you are logged in, go to the **User Info** tab and then the **Personal Info Change** tab.

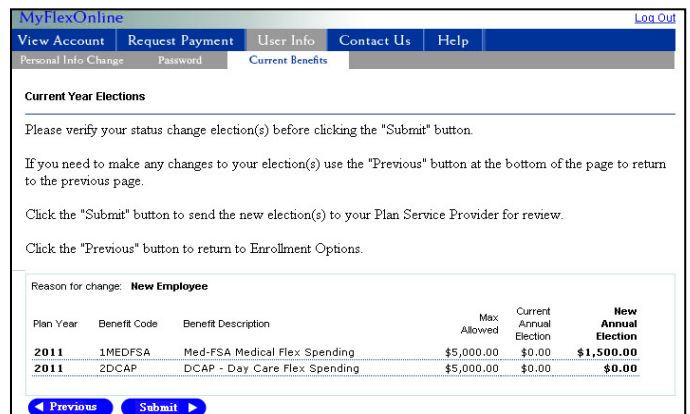
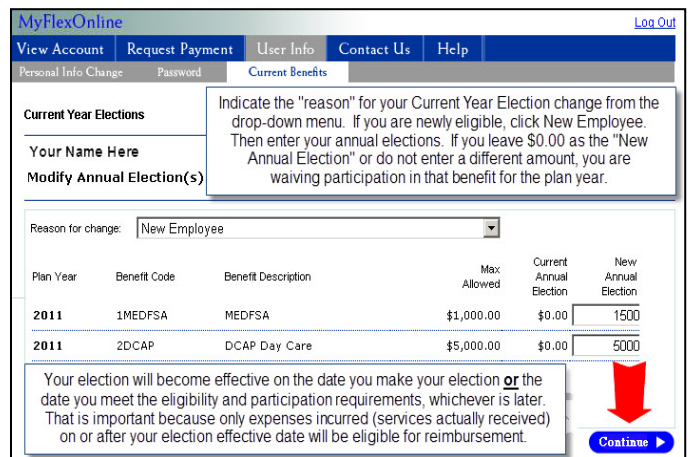
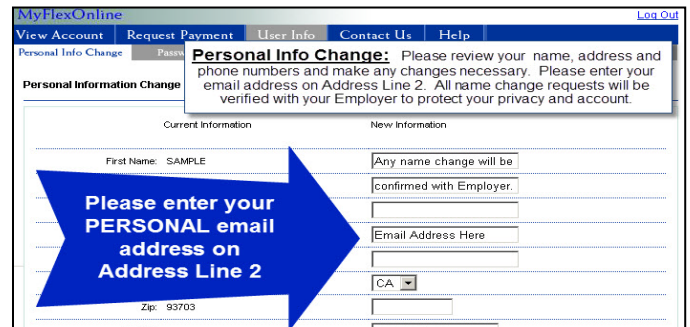
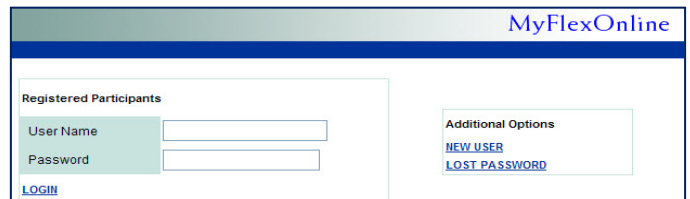
Please review your personal information, make any changes and enter your **personal email address on Address line 2**. Then click **Continue** to submit.

Step 3 - Make Your Election

From the **User Info** tab, click the **Current Benefits** tab to make your election. Newly eligible employees have 30-days after they become eligible to make their elections while mid-year election changes must be made within 30-days of the "event" (marriage, birth, divorce, etc.) and must "match" the event. Your new election cannot be **less** than your contributions or benefits (reimbursements) received to date, whichever is **greater**. Mid-year elections are effective after you make your election change request and only expenses incurred (services received) on or after that date are eligible. However, if the change reason is the birth or adoption of your child and you make your election change request within the 30-days of the birth/adoption (and during the same plan year), you can make a **retroactive** election which includes expenses back to the birth/adoption date. To request a retroactive election, please email us at Flex@FlexToday.com after you enter your election change.

Step 4 - Confirm & Print

After you click **Continue**, the system will ask you to confirm your elections. By clicking the **Submit** button, you are agreeing to the terms and conditions of the Plan detailed in the Summary Plan Description. Please print the next page for your records. Your election request will be reviewed, the payroll amounts calculated and we will contact your employer for approval. Unless contacted with questions, your new election will be shown online in 2-7 business days.



Have questions? Need help? Call FlexToday at 1-800-995-5373