

TexFlex online account registration guide

TEXFLEXSM
PAYFLEX[®]



TexFlex online account registration guide

How to set up your account and create your profile

This guide provides you with helpful information related to registering your TexFlex flexible spending account (FSA) online at **www.TexFlexERS.com**. Having access to your account online makes it easier for you to manage your account details and funds throughout the plan year. Read through this guide for step-by-step instructions and helpful tips.

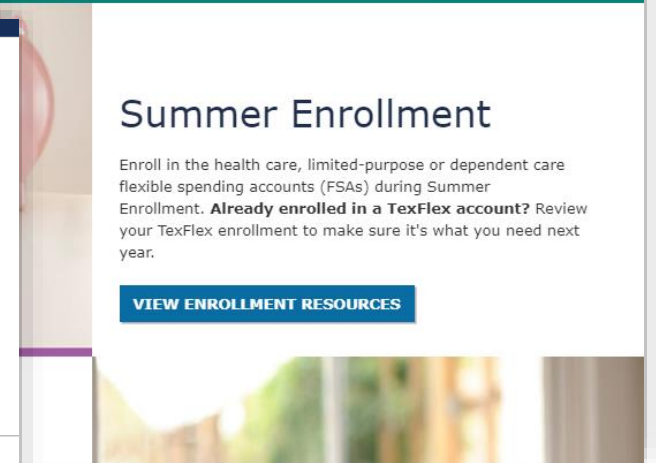
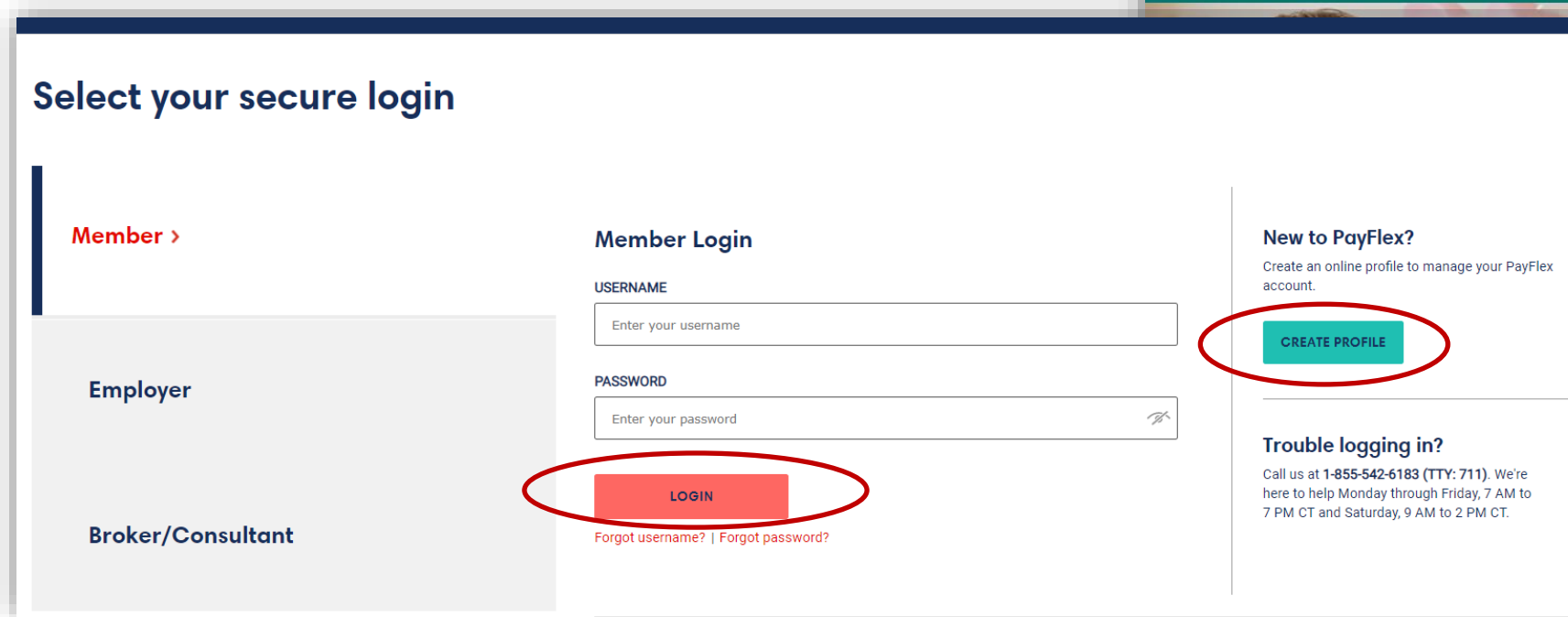
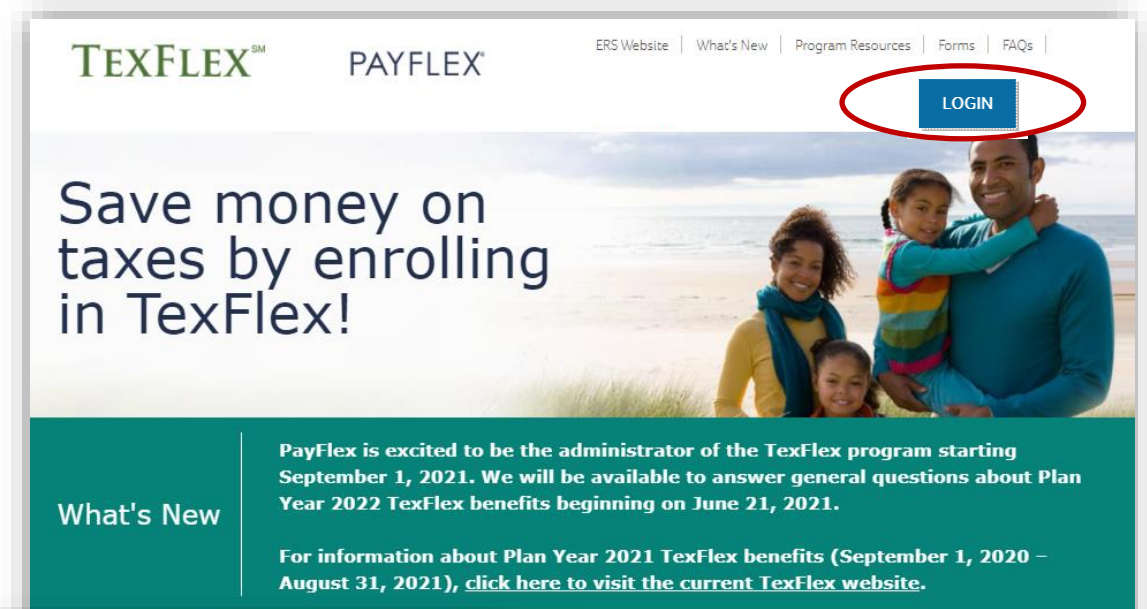
Keep in mind:

- If you have more than one TexFlex account, you only need to register once to access information for both accounts.
- If you're enrolled in a health care or limited-purpose FSA, make sure your TexFlex debit card is nearby. You'll need it to register.
- If you're only enrolled in a dependent care FSA, you don't need a TexFlex debit card to register since that account doesn't come with a card.

Your TexFlex account member website

www.TexFlexERS.com

1. Visit **www.TexFlexERS.com**.
2. Click **LOGIN** at the top of your screen.
3. Enter your username and password, then select **LOGIN**.
4. If this is your first-time logging in, select **CREATE PROFILE** to register your account.




Before you get started

- To create your profile, make sure you have the following information/items nearby:
 - Social Security number
 - Email address
 - TexFlex debit card, if you have a health care or limited-purpose account. **Note:** If you participated in a TexFlex health care or limited-purpose FSA in the past, make sure it's your new debit card from PayFlex.
- When you're ready, click **Get Started**.


Be sure to have this information nearby

Then you'll be ready to set up your online account.




Social Security number or Employee ID number

You only need to enter the last four digits or characters, if applicable. This helps us identify you.



Email address

We'll ask you to share your email address. We'll only use it to send important account information.



PayFlex Card®

If you're a PayFlex Card holder, we'll ask you to enter the last four digits of your card number. This helps us verify your account.

[GET STARTED](#)

[FEEDBACK](#)

Let's get started

Complete the required fields and click **Submit**.

Complete these fields to help us identify you.

*Indicates required field

First name*	Last name*
<input type="text" value="Enter your first name"/>	<input type="text" value="Enter your last name"/>
Mailing address*	Apartment/suite/other
<input type="text" value="Enter your mailing address"/>	<input type="text" value="Enter apartment/suite/other"/>
ZIP code*	
<input type="text" value="ZIP code"/>	


Verify your identity


Complete the required fields and click **Submit**. Keep in mind, your ID number is your Social Security number (SSN).


Complete these fields to help us identify you.

*Indicates required field

Enter the last four digits of your Social Security number OR the last four characters of your employee ID.*


Social Security number 

Employee ID number 

Enter last 4 digits  Enter last 4 characters

Confirm your date of birth.

Date of birth*

MM/DD/YYYY 

BACK **SUBMIT**

Enter your card number

Enter the last 4 digits of your TexFlex debit card number. When finished, click **Submit**.

Note: If you're only enrolled in a dependent care account, you don't have a debit card and won't see this screen.

Before you set up your online account, we need to verify the last four digits of your PayFlex Card number.

*Indicates required field

Enter the last four digits of your PayFlex Card number.

PayFlex Card number* [?](#)

SUBMIT

Your contact information

Enter your email address and phone number.

Your contact information

*Indicates required field

Email address*	Confirm email address*
<input type="text" value="p*****g@aetna.com"/>	<input type="text" value="Re-enter your email address"/>

Phone number* [?](#)




Mobile phone number [?](#)

Request a verification code

You need to request a verification code to send through email or text. This is how we verify your account. Also, it helps us remember your device and browser the next time you login.

Request a verification code

We're happy to remember this device and browser for you. Before we do that, we need to verify your account. To get started, request a verification code below. If you already have a code from us, select **I received my verification code**. You'll only have to do this once for this device and browser.

<p>Email my verification code</p>  p*****g@aetna.com	<p>I received my verification code</p>  You can verify your account here by using the code we sent you.
<p> Add your mobile phone number here.</p>	OR

Enter your verification code

Once you get your code, enter it here. Then, click **Submit**. If you didn't get a code, click **Request a new verification code**.

Enter the verification code we sent you.

Verify your account

*Indicates required field

Verification code*

Didn't get a code ? [Request a new verification code.](#)

SUBMIT

Create your profile

After you verify your account, you'll need to:

- Create a username and password
- Set up security questions and answers
- Review/accept the Online Services Agreement
- When finished, click **Submit**.

Note: After you create a username and password, you can use it to log into the PayFlex Mobile® app.

Complete this page to create the profile for your online account. The username and password you choose will also work for the PayFlex Mobile® app.

Your information

*Indicates required field

Username*

Password*

Email address*

Phone number*

Mobile phone number

Confirm password*

Confirm email address*

Security questions

Question 1*

Answer 1*

Question 2*

Answer 2*

Question 3*

Answer 3*

Review the terms and conditions of our Online Services Agreement

[Online Services Agreement >](#)

When you agree to these terms and conditions, we'll turn on your paperless settings for certain account notifications. You'll simply get your documents online. This will be in place unless you make changes to your notifications within Account Settings.

You're all set!

Explore your account dashboard

After you log in, you'll see your account dashboard. You'll see your account balance and important dates.

Review the list of items under **Account Actions**. This is where you can:

- File a claim
- Link a bank account
- Set up account notifications

Select **Account Settings** at the top of your screen to do things like:

- Manage your profile
- Update your preferences
- Order debit card/s for your dependent/s

PAYFLEX Home Help & Support **Account Settings** Logout

Your Accounts Alerts & News Health Plan Claims (3) Documents & Forms

Hello, JASON **TEXFLEX**

Dependent Care

9/1/2020 - 8/31/2021 Change Plan Year
Employees Retirement System of Texas

\$2,815⁰¹ available funds

Annual election	\$5,000.00
Deposits	\$2,625.00
Spent Funds	(\$190.01)

\$2,815.01 available funds

Account Actions
View account details >
File a claim >
Link a bank account >
Set up account notifications >

Quick Tips
Explore eligible expenses. Find out what you can pay for with your PayFlex account.

Last day to spend funds November 15, 2021
Last day to file claims December 31, 2021

Healthcare (FSA)

9/1/2020 - 8/31/2021 Change Plan Year
Employees Retirement System of Texas

\$2,525⁰¹ available funds

Annual election	\$2,500.00
Remaining carryover amount	\$25.01
Spent Funds	\$174.99

\$2,525.01 available funds \$174.99 spent funds

Account Actions
View account details >
File a claim >
Link a bank account >
Set up account notifications >

Quick Tips
Explore eligible expenses. Find out what you can pay for with your PayFlex account.
Your employer allows you to carry over all your unused funds into the next plan year.

Urgent action needed

Last day to spend funds August 31, 2021
Last day to file claims December 31, 2021

We're here to help!

For any questions, log into www.TexFlexERS.com. Select **Help & Support**. Then select **Contact us** to call, email or chat with a TexFlex customer care representative.

The screenshot shows the PAYFLEX website interface. At the top, the navigation bar includes 'Home', 'Help & Support' (circled in red), 'Account Settings', and 'Logout'. Below the navigation bar are dropdown menus for 'Your Accounts', 'Alerts & News', 'Health Plan Claims (3)', and 'Documents & Forms'. The main heading is 'Help & Support', followed by a sub-heading: 'Check out these tools. They're here to help you manage your account. Can't find what you're looking for? Contact us.' The page features six tiles:

- Contact us**: We're here to help answer your questions about the accounts we offer. You can contact us before, during and after you enroll. (Highlighted with a red arrow)
- Explore common eligible dependent care expenses**: Find out what expenses may be eligible and ineligible for your dependent care account.
- Explore common eligible health care expenses**: Find out what expenses may be eligible, potentially eligible and ineligible for your health care account.
- Frequently asked questions (FAQs)**: Have questions about our products & services? Check out our frequently asked questions.
- Resource center**: You can find planning tools, forms, educational materials and IRS resources here.
- Document center**: View and download the documents we sent to you. If you send documents with a claim, we'll save them here too.

This material is for informational purposes only and is not an offer of coverage. It contains only a partial, general description of plan benefits or programs and does not constitute a contract. It does not contain legal or tax advice. You should contact your legal counsel if you have any questions. Information is believed to be accurate as of the production date; however, it is subject to change. PayFlex cannot and shall not provide any payment or service in violation of any United States (US) economic or trade sanctions.

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