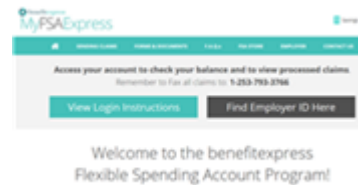# Accessing Your Flexible Spending Account is Fast and Easy!

Step 1 – Log into Site

Access your Flexible Spending Account online by logging into www.myfsaexpress.com and click on the access my account button.

Step 2 – Sign In

Click on "Sign In"

Step 3 – Register Account

If this is your first time logging in enter your personal information and create a **User ID** and **Password** to access the site in the future. Please note:

Employee ID: Social Security Number
Employer ID: BEXGLENRIDGE

Step 4 – Review Your Account

After logging in, you will see the Personal Dashboard. From here you can view account balances, claim statuses, and complete an online claim form:

Need Help

We realize not every question can be answered on the materials provided, if you need any assistance – the following options are available.

benefitexpress provides three ways to assist with your requests, just simply click Contact Us on the top right of the website at any time:

You may chat live with one of the Service Specialists. To initiate a chat, click on the "Live Help" button.	You may contact us via telephone at 877-837-5017. Normal hours of operation are 7:30 a.m. to 6:00 p.m. CST.	You may email your request to help@mybenefitexpress.com.