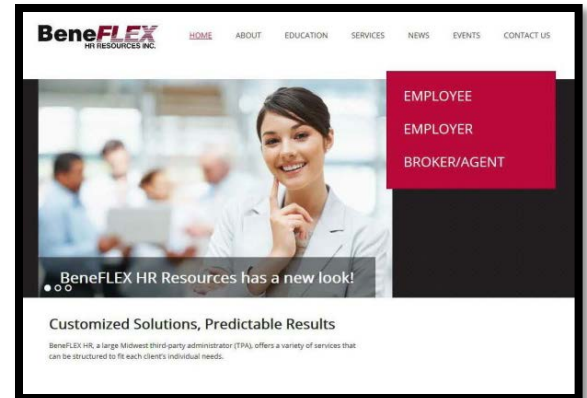


Instructions for BeneFLEX Employee Online Enrollment

1. Go to www.beneflexhr.com
2. Click on “EMPLOYEE”
3. Click on “Employee Log-in”
4. Enter your “Username” and “Password”*
5. Click on “Enroll Now”
6. Click on “Begin Your Enrollment Now”
7. Review/Update Profile and then click “Continue”
8. Review/Update Dependents and then click “Continue”
(only necessary if electing Dependent Care)
9. Review the Plan Rules, check the box next to each plan saying “I have read and understand,” and then click “Continue”
10. Enter Elections, click “Calculate,” and then click “Continue”
11. Select an Alternate Reimbursement Method (check or direct deposit) and click “Continue”
12. Review Enrollment Verification and then click “Submit”
13. Print Enrollment Confirmation



Note: You may go back and update your election at any time during Open Enrollment.

Login information for 1st time users:

*Your username is the first initial of your first name, your last name, the last four digits of your SSN, and your two letter home state abbreviation.

Example: Judy Smith 000-00-1234 Missouri

Username: jsmith1234mo

Temporary Password: beneflex

For questions, or additional information about your account(s), contact our Customer Service Team at (314) 909-6979 or info@beneflexhr.com.