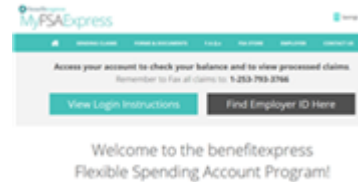


Accessing Your Flexible Spending Account is Fast and Easy!

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: BEXAIRGROUP



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.