Guide to creating your online account profile on PayFlex.com
Create Your Profile
(You will need your PayFlex debit card in order to complete the steps)
Enter your demographics

Find Me

Complete the following fields. If you’re an employer or consultant, you’ll need to contact your PayFlex Account Manager to create your profile.

*Indicates required field

Last Name*: 

Mailing address*: 

Street Line1

ZIP code*:

Your ID number*: 

Select your ID number type

Last 4 characters of your ID number*:

Enter last 4 characters

Date of birth

MM/DD/YYYY

SUBMIT
Enter the last 4 digits of your PayFlex debit card number
Enter username, password, email address, & security question before accepting Terms of Use - Changes can be made under ‘My Settings’ after logging in.
Tips for Security

✓ Create a new, unique and strong password every three months.
✓ Use unique usernames and strong passwords that others can’t easily figure out. Avoid using:  first initial, last name, email, date of birth, initials, employee ID number.
✓ Choose usernames and passwords that are at least 8 characters in length and a mix of upper and lower case letters, plus numbers and special characters.
✓ Avoid using information that can be found publicly, such as mother’s maiden name, address, email address, birthdate, etc.
✓ Use a different password for each online account.
Have Questions? Call the number on the back of your debit card or the number found on PayFlex.com:

PayFlex® Advocate
1-844-PAYFLEX
(1-844-729-3539)
Monday - Friday, 7:00 am - 7:00 pm (CT)
Saturday, 9:00 am - 2:00 pm (CT)