

Activate your Flex account

With an online Flex account, you can view your Flex account balances and activity, submit claims, manage your personal profile, and sign up for direct deposit and e-mail alerts. Here's how to sign up.

1. Access the Flex website

Go to www.baclink.com and click the gray 'My Benefits' link in the upper right hand corner of the screen



2. Register your account

If you have not previously set up your User ID and password Click the 'Register' link in the upper right hand corner of this screen. If you have a User ID then you will Login and it will walk you through setting up the additional security information.



3. Complete your online profile

Set up your User Name and Password

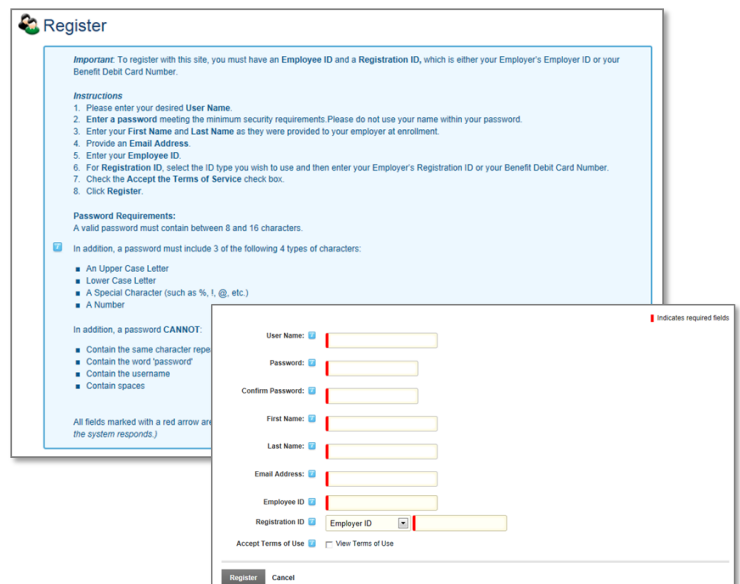
Keep the following tips in mind when completing your profile:

Employee ID: Your Employee ID is your social security number (e.g. 123456789).

Employer ID: Your Employer ID is BAC007534.

Password: Your password must be 8-16 characters, combine at least one lower case and uppercase letter, one number, and one symbol ~ ! @ # \$ % ^ & * () _ + = ` < > ? | - ; : "

Select your Passphrase and Security Image
Select Security Questions and Answers



Register

Important: To register with this site, you must have an Employee ID and a Registration ID, which is either your Employer's Employee ID or your Benefit Debit Card Number.

Instructions

1. Please enter your desired User Name.
2. Enter a password meeting the minimum security requirements. Please do not use your name within your password.
3. Enter your First Name and Last Name as they were provided to your employer at enrollment.
4. Provide an Email Address.
5. Enter your Employee ID.
6. For Registration ID, select the ID type you wish to use and then enter your Employer's Registration ID or your Benefit Debit Card Number.
7. Check the Accept the Terms of Service check box.
8. Click Register.

Password Requirements:
A valid password must contain between 8 and 16 characters.

☒ In addition, a password must include 3 of the following 4 types of characters:

- An Upper Case Letter
- Lower Case Letter
- A Special Character (such as %, !, @, etc.)
- A Number

In addition, a password CANNOT:

- Contain the same character repeated
- Contain the word 'password'
- Contain the username
- Contain spaces

All fields marked with a red arrow are required fields (the system responds.)

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Email Address:

Employee ID:

Registration ID:

Accept Terms of Use ☒ View Terms of Use

Register **Cancel**