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
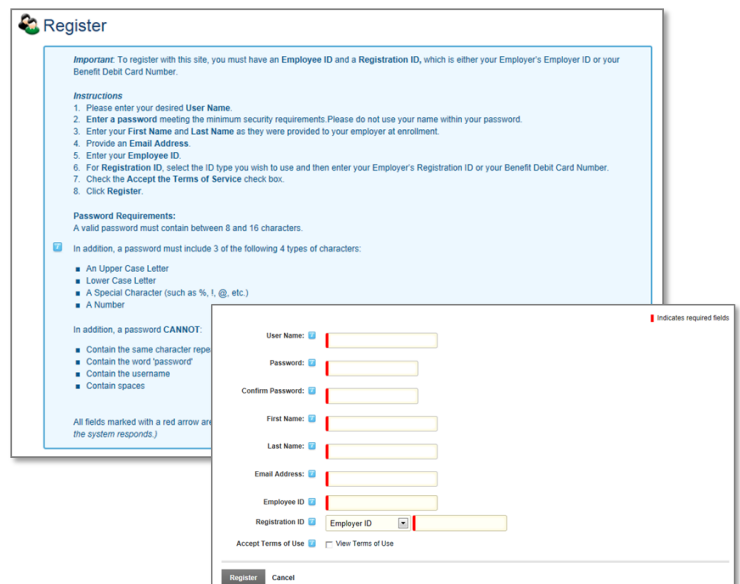
Set up your User Name and Password

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