



2019 Online Enrollment Instructions

- Between now and November 20th, 2018, you will be able to enroll in the Flexible Spending Plan online, via the Pro-Flex website.
- Visit www.proflextpa.com and click on Employee Login
- If you will be a new participant to the plan, enter PFA-306 into the Code box on the right hand side of the screen and click the “Get Started” button.
 - Populate your personal information, then click “Next”
 - You will not be required to answer any security questions during open enrollment, so click “Next” again.
 - In the upper right corner of the screen click “Begin your Enrollment Now”
 - Complete Steps 1 through 6, then click “Submit” to finalize your enrollment.
 - Your Benny card will arrive in late December.



Having trouble logging in or completing your enrollment?
Contact Pro-Flex by calling
716-633-2073 or toll free 1-855-847-9069 or via email at
csr@proflextpa.com