



## Website Access Information

- Visit [www.proflextpa.com](http://www.proflextpa.com) and click on the **Employee Login** button
- Your username will be your first initial, then your last name, followed by the last four digits of your Social Security Number. (you will be able to log in and submit claims beginning 1/1/19)
- Example: John Smith (SSN: 123-45-6789) would use the Username “jsmith6789”
- Your initial password will be “proflex”
- You will have the opportunity to change your Username and Password upon logging in.
- Please note: If you do provide an email address upon logging in, you will receive certain notifications via email rather than US Postal Mail. Please be certain you enter an email address that you access on a regular basis.
- Once you have successfully logged in, you will be able to submit claims, check the status of current claims, update your demographic and dependent information and more.
- The last day to submit claims for the period 1/1/18 – 6/30/19 will be 10/01/19. Thereafter, the deadline to submit claims is 90 days after the end of each fiscal year (10/01).

## Mobile App Access Information

The mobile app gives you on-the-go access and lets you submit claims and receipts with your smartphone camera.

- Search for the Pro-Flex app on the Android and/or iTunes market.
- Download the App and login using the same credentials you use to access the website.

## Benefits of Mobile App

- Submit claims for HRA reimbursement plan
- Snap a photo of a receipt and submit claim, or store in your camera roll for later use
- Quickly check account details for HRA
- View charts summarizing account information
- Set account alerts and get notifications via text message
- Retrieve a lost username or password
- Use your device of choice-including iPhone, iPad, iPod touch and Android smartphones and table devices

Contact Pro-Flex by calling 716-633-2073 or toll free 1-855-847-9069 or via email at [csr@proflextpa.com](mailto:csr@proflextpa.com)