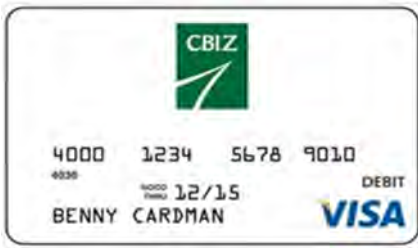


CBIZ Flex Guide

Pension Dynamics was acquired by CBIZ and your Flex account has moved to the CBIZ platform. Please review the following and reach out to CBIZ if you have any questions.

Debit Cards

Each participant will receive two new debit cards. The cards are good for up to three years as long as you remain an eligible employee and have an available balance. Certain transactions require you to submit documentation to verify the eligibility of the expense so keep your receipts or back-up in case it is requested.



Consumer Portal

Register to access to your account online by going to <https://myplans.cbiz.com>. Select "Create your new username and password". Once you are logged in, complete your set-up by hovering over your name at the top of the screen to update the following:

Reimbursement Preferences

You will need to set up your Direct Deposit and banking information in the *Banking/Cards* section. This information does not carryover from the old system.

Dependents

Review your profile under *Profile Summary* to ensure everything is correct and add any dependents to your account.

Alert Notifications

In the Message Center click on *Update Notification Preferences* to set up your automated alerts on your account.

Mobile App

The new **CBIZ Mobile Application called "My Plans"** provides you with on-the-go access to account balances right from your iPhone®, iPod Touch®, iPad®, or Android®-powered device. Search for "CBIZ" on the appropriate app store to download this free app. Once you have successfully registered your username and password on <https://myplans.cbiz.com> you may use this login for the My Plans Mobile App.

Contact Us

Contact the CBIZ Service Center at (800)815-3023, option 4 or by email at cbizflex@cbiz.com.