It’s time to enroll in the flexible spending plan!

Follow these simple instructions to make your election for the upcoming plan year. Your plan sponsor will provide you with the dates that enrollment opens and closes. Once enrollment closes, there will no longer be an opportunity to make an election.

**Step 1**

**Log into your account via our website**

- Go to bmoflex.com
- Click Participant “Log in to account”

The login page will appear

**Current user:**

- Enter your Username and Password
- If you forgot your username or password click “Forgot Username?” or “Forgot Password?”

Proceed immediately to Step 2

**New User: Create Your New Username and Password- User Identification (Step 1 of 3):**

- Fill in all four required fields (identified by *)
- **Important- Do not** enter your employee ID
- Click “Next”

**New User: Name and Password (Step 2 of 3):**

- Create a new username and password
- Enhanced security features require that your password be 8 to 20 characters in length and must contain at least one upper case letter, one lower case letter, one number and one of the following special characters !@#$%&*.
- Click “Next”

**New User: Security Questions (Step 3 of 3):**

- Provide answers to at least five security questions
- To keep your information secure, the site may prompt you to answer the security questions in the future. For example, you must correctly answer several security questions should you ever lose and need to reset your password.
- Click “Submit”
Step 2

To enroll in pre-tax benefits for the upcoming plan year, simply click on “Enroll Now”

Benefits available to you will be listed, if you are ready to enroll “Begin Your Enrollment Now”

Follow the next six (6) steps to complete enrollment:

1. Verify your profile
   a. Name
   b. Address
   c. Date of birth
   d. Dependents (If you will be making a dependent card election, select “Yes”)
2. Update/ Add dependents
3. Agree to reading and understanding the rules for the benefits available
4. Enter your total election(s). If you choose not to enroll in a benefit, leave the benefit blank
5. Select your reimbursement method
6. Verify your enrollment by clicking “Submit” at the bottom of the page
   After you have clicked “Submit” you will receive an Enrollment Confirmation page, print for your records

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