

HOW TO ENROLL IN DIRECT DEPOSIT FOR PRO-FLEX REIMBURSEMENTS

To set up direct deposit, please follow the steps below:

1. Login into your account on the employee portal at **www.proflextpa.com**.
2. Hover over Accounts, and under the Profile section, click Bank/Cards.
3. Click the green Add Bank Account link.
4. Add your banking information and Submit.
5. Hovers over Accounts, and under the Profile section, click Payment Method.
6. Next to the plan year you wish to update the reimbursement method for, click Update.
7. Under the Alternate Payment Method section, click the bubble next to Direct Deposit and Submit.