Pro-Flex

PRO-FLEX ADMINISTRATORS LLC

Website Access Information

- Visit 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.

  o 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.

  o 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 view balance information, submit claims, check the status of current claims, update your demographic and dependent information and more.

Mobile App Access Information

The handy mobile application gives you on-the-go access to account balances 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.

Having trouble logging in?

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