

MyFlexOnline – Requesting an additional flex card



Participants may request an additional card for themselves, spouse and/or dependents, at any time.

1. First, go to CPN's website www.cpnflex.com

2. Click on 

3. This will direct you to...

The screenshot shows the MyFlexOnline website interface. At the top, the text 'MyFlexOnline' is displayed in a blue serif font. Below this is a horizontal blue bar. The page is divided into two columns. The left column is titled 'Registered Participants' and contains two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Log in' button and a link for 'Password Reset and User Name Retrieval'. The right column is titled 'New User?' and contains the text 'Click here to establish your username and password to manage your account.' Below this text is a blue 'New User Registration' button. At the bottom of the page, there is a small note: 'Periodic password changes are recommended to improve account security.'

4. Enter your **user name** and **password** and then click 

5. From your main **Benefits** screen, place your cursor over **Card Center** and select **Flex Benefit Card**

Benefits



Health Care

FSA - Unreimbursed Medical

Use it from: 1/1/2014 to 12/31/2014

Claim it by: 3/31/2015

[What's covered?](#)

Available Balance **\$800.16**
Election Amount **\$800.16**

[See Savings & Spending](#)

- Flex Benefits Card
- View Declined Card Swipes
- View No Receipt Retailers

[View Previous Year](#)

[Submit a Claim](#)

Alerts & Reminders

[New Message](#)

Debit Card Status:

Active

NOTE These are general dates for the plan. Your period of coverage may be different, depending on when you entered or terminated from the plan. Check with your plan administrator.

6. This will direct you to...

Now you've got a brand new way to pay qualified plan expenses. It's the Flex Plan card. And with it, you won't have to pay qualified expenses out of your personal funds and then wait for reimbursement.



Take advantage of our "No Receipt Retailers" and you won't have to submit receipts to verify purchases made with your card. [View Retailers](#)

You already have a Flex Plan debit card. Click 'Get Started' to order additional debit cards for yourself or your dependents.

FAQ's:

[Why is the Flex Benefits Card so convenient?](#)

[Is the Flex Benefits Card IRS compliant?](#)

[Where is the card accepted?](#)

[How do I learn how to use the card?](#)

[Do I need a personal identification number \(PIN\)?](#)

[The card is to be used only for qualified expenses. How is this verified?](#)

[What happens if the card is used to pay for services that are NOT IRS qualified?](#)

[Can I still file claims when the card isn't used to pay qualified expenses?](#)

[How do I dispute a card swipe?](#)

[How do I report my debit card lost or stolen?](#)

[Get Started](#)

7. Click on

[Get Started](#)

8. This will direct you to...

The screenshot shows a web interface for ordering an additional Flex Benefits card. At the top, there is a navigation bar with links for 'Benefits', 'Claims & Payments', 'Card Center', 'Go Mobile', and 'Settings', along with the date 'April 3, 2014'. The main heading is 'Order Additional Flex Benefits Card'. Below this, a form prompts the user to 'Please provide the name of your eligible dependent.' The form includes three input fields labeled 'First', 'MI', and 'Last'. A blue callout box with an arrow pointing to the 'First' field contains the text 'Enter Name of additional card holder here.' To the right of the form, there are three buttons: 'Submit a Claim', 'Alerts & Reminders' (with a '0 New Message' notification), and 'Debit Card Status: Active'. Below the form, there is a note: 'Only one Flex Benefits card can be ordered each day. Please return after 24 hours to order another Flex Benefits card.' This is followed by the text 'The Flex Benefits card will be mailed to the following address:' and two red links: 'Your Street Address will appear here' and 'Your city, state and zip'. A final note states: 'If this address is incorrect, please ask your employer to update the information, which will then update our records. When the mailing address is correct, you can then order an additional Flex Benefits card.' At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

9. Once you have entered the First, MI (middle initial), and Last name of the card holder, Click on 

You're done.

Estimated delivery time is 10-14 business days.