Outline to setting up participants MyFlexOnline account.

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

2. Click on **Employee Login**

3. This will direct you to…

MyFlexOnline
SM

Registered Participants

User Name

Password

Log in

Password Reset and User Name Retrieval

New User?

Click here to establish your username and password to manage your account.

New User Registration

Periodic password changes are recommended to improve account security.

4. Click on **New User Registration**

5. This will direct you to…

MyFlexOnline

1	2	3	4
Identify	Company	Profile	Done

New User Registration

Enter the following information as it appears on your employer's records so we can identify you.

First name

Last name

Date of birth mm / dd

Home ZIP code (first 5 digits)

Social Security number (last 4 digits)

CJ46BR

Enter the characters
displayed in the box above

Next

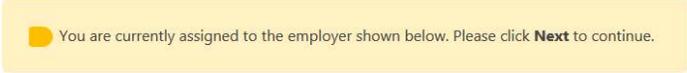6. Complete the above required information. Then click on   Next

7. The next screen will display your employer information. (Note: Many employers use the MyFlexOnline managing system for their flex plans. Please make sure if a previous employer is shown on this screen, **DO NOT** select their company name. Click only the employer with whom you are currently employed.

MyFlexOnline

| ① Identify | ② Company | ③ Profile | ④ Done |

New User Registration

> You are currently assigned to the employer shown below. Please click **Next** to continue.

TEST CPN ONLY
Corporate Planning Network, Inc.

[Previous]   [Next]

8. Then click [Next]

9. This will direct you to…

MyFlexOnline

| ① Identify | ② Company | ③ Profile | ④ Done |

New User Registration

Username [   ]
The user name must be unique and can consist of any number of letters, numbers, and symbols, but no spaces.

Password [   ]
The password must be at least 6 characters long and can be any combination of numbers, letters, and symbols. You must include at least one upper-case letter and one number. Letters are case-sensitive.

Re-enter password [   ]

E-mail address [   ]

Re-enter e-mail address [   ]

[Previous]   [Next]

10. Complete the above required information. Here you will set up your:
   a. User name
   b. Password
   c. Email address (this is used for monthly email notifications; generated only if you have card charges requiring an itemized statement/EOB.)

11. Then click **Next**

You're finished!

MyFlexOnline

New User Registration

You're finished!
Click here to view your Benefit Overview page.

If you wish to be instantly directed to your MyFlexOnline account, then click on "**here**" as stated above.