

MyFlexOnline – Resetting User name & Password



Resetting your User Name & Password

(If you know your user name and password, but would like to reset the current user name and/or password on file, follow the below instructions). If you don't know your user name and/or password, scroll to Page 3.

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

2. Click on 

3. This will direct you to...

MyFlexOnline

Registered Participants

User Name

Password

Password Reset and User Name Retrieval

New User?

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

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 **Settings** and select **Change Your User Name and Password**

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](#)

- Change Your User Name and Password
- Manage Direct Deposit
- Manage E-mail and Text Notifications
- Manage Personal Info

[Submit a Claim](#)

Alerts & Reminders

0 [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.

- The next screen will display where you are able to reset your user name, password, or both. (**Note:** When resetting your user name, it is **not** required to enter your password. The password section is for resetting your current password, only).

Change User Name and Password

It's a good idea to change your password often.

Log-in Information

Current user name

New user name

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

Current password

New password

Confirm new 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.

[Submit a Claim](#)

Alerts & Reminders

0 [New Message](#)

Debit Card Status:
Active

- When you are done entering your information, click 

- You will see in red at the bottom of your screen, all depending on the update you have chosen.

- Username change successful
- Password change successful

Resetting your Password

(If you don't know your password, and need it reset, follow the below instructions. If you don't know your user name either, it's okay. By following these steps, you will be shown your user name on the same screen where you reset your password. Please don't forget to make a note of your user name, should you need it).

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

2. Click on 

3. This will direct you to...

MyFlexOnline



<h3>Registered Participants</h3> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center;">Log in</p> <p style="text-align: center;">Password Reset and User Name Retrieval</p>	<h3>New User?</h3> <p>Click here to establish your username and password to manage your account.</p> <p style="text-align: center;">New User Registration</p>
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Periodic password changes are recommended to improve account security.

4. Click on [Password Reset and User Name Retrieval](#)

5. This will direct you to...

MyFlexOnline

- 1 Identify
- 2 Company
- 3 Profile
- 4 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 /

Home ZIP code (first 5 digits)

Social Security number (last 4 digits)



Enter the characters displayed in the box above

Next

Next

6. Complete the above required information. Then click on
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

Next

8. Then click

9. This will direct you to...

10. Enter the password you want to assign to your account. Then click

You're finished!



If you wish to be instantly directed to your MyFlexOnline account, then click on "[here](#)" as stated above.