

Employee Name: \_\_\_\_\_ Activation Code: \_\_\_\_\_

The Vantage Flex administration system allows employees to access their accounts via many different methods. Employees have their choice of Phone, Fax, or Online account access. Below are instructions on how to access your account.

### Account Access.

#### Phone:

Toll-Free (800) 871-9011

Direct (906) 863-3539

#### Fax:

(775) 521-7676

#### Web Access:

Step 1. Log onto the web and go to [www.vantageflex.com](http://www.vantageflex.com).

Once there, click on the Client Login tab.

Step 2. Once you are at the login screen, enter you Social Security Number as the User Name (111-22-3333).

Step 3. Tab to the next field and enter your Password number.

**Note** - the first time you login, your Password will be the activation code you will get from your HR person or the Privacy Official of your employer. Once you enter your activation code, you will be required to enter a new password prior to entry into the system.

## Company Name

Menominee, MI 49858

<b>Home</b>	John Doe
<b>Create Claim</b>	312 Main Street
<b>View Claims</b>	Anytown, USA 55555
<b>View Elections</b>	333-33-3333
<b>Documents</b>	Age
<b>Logout</b>	

Plans	Elections	Reimbursements	Other contributions	Roll Overs	Available Balance
<b>HRA</b>	\$1500	\$1075	\$0.00	\$0.00	\$425
<b>FSA Medical</b>	\$2000	\$1560	\$0.00	\$0.00	\$440

- **Home** -This screen shows you your personal data such as your Name, Address, Social Security Number etc.... It also gives you a quick look at your plans, elections, reimbursements, contributions, roll-overs, and your available balances in your accounts.

Note: If you click on one of the plan names it will take you to a detailed list of the contributions and reimbursements.

- **Create Claims:** When you want to create a new claim, click on this menu option. From there you can enter your claims and when you've finished the system will tell you to print a **Claim Form** containing all the claims you've just entered. Once you have printed them, sign them and submit them using one of the methods listed below.

- **View Claims:** This screen shows the claims you've submitted for reimbursement. You can view the status of the claim (Employee, Approved or Rejected, Reimbursed, Authorizing), if/when it's been reimbursed and the balance of the claim.

- **View Elections:** This screen shows your current FSA Elections. You may also view previous years elections.

- **Documents** This screen allows you to click on a document file in a PDF format that you can print or view on the screen.

- **Log Out:** When you are finished, click on Log Out. This will end your session on the site.

**Claims can be filed using one of the following methods.**

Mail claims to: Vantage Flex, LLC  
2012 10<sup>th</sup> Street  
Menominee, MI 49858

Fax claims to: (775) 521-7676

**Note – When submitting claims, you will need to provide proof of Expense to Vantage Flex prior to the claim being approved.**