

DIRECT BILL PARTICIPANT PORTAL



On the Direct Bill participant portal, you can view your account, benefit coverages and premiums. Log into www.yourflexbenefits.aptia365.com to make easy, secure online payments.

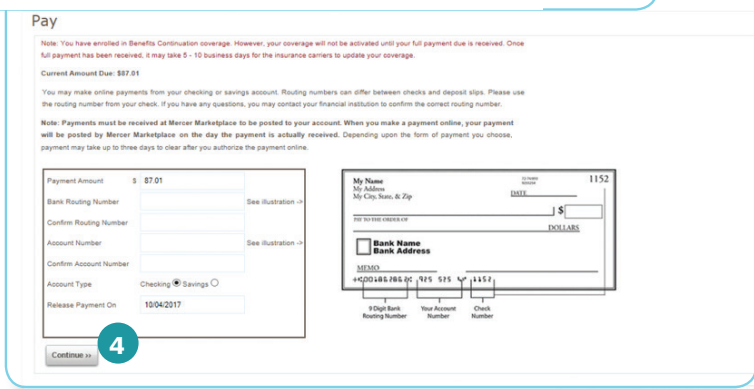
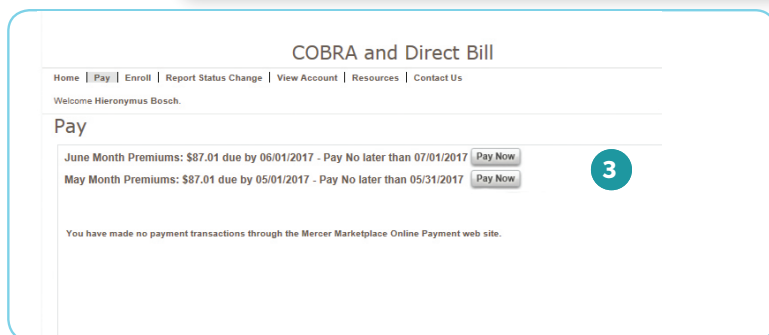
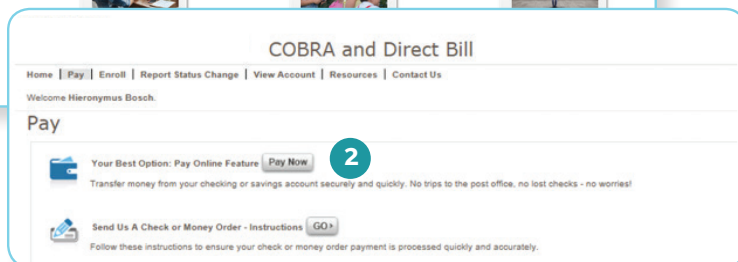
1 Once you have registered, sign into your account here.

2 Click here for help if you forget your Username or Password.

3 If you are a first-time user, you will need to register and create your secure Username and Password.

Upon login, click the Direct Bill tile which will take you to the Direct Bill Center.

MAKE AN ONLINE PAYMENT — THE FASTEST AND SAFEST WAY TO PAY



- 1 Click the “Pay Your Premiums” tile to begin the online payment process.
- 2 You will have two ways to make a payment: Click the “Pay Now” button to complete an online payment. If you prefer to pay your premium via check or money order, read the important information available through the “GO” button.
- 3 Review your premium amounts and payment history (if any) and click the “Pay Now” button to pay the current month’s premium.
- 4 Enter your bank information and the date you want the payment to be processed. Check the information you have entered and click “Continue” to complete the payment.

CONTACT INFORMATION

Aptia Participant Services representatives are available Monday through Friday 8 am to 9 pm ET.

Phone: (866) 268-0142

Fax: (844) 890-9653

Web: www.yourflexbenefits.aptia365.com



The information contained herein is considered to be general in nature. In the event that anything on this flyer differs from the information contained in your company’s plan provisions as set forth in the Summary Plan Description and/or Plan document, those documents shall prevail.