

KEEPING YOUR ACCOUNT SAFE AND SECURE



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Topics

Select a topic to see the info you need



Access the Login Page



How To Register



Updating Your Login Credentials



For Additional Assistance





Access the Login Page





How To Register

Complete the one-time registration to access your account. The registration and login processes ensure that all activity in your account is made securely, by you.





Two-Factor Code Options

We go the extra mile to confirm it is you – and to keep your account secure.



Use Phone Verification 🕄



Getting Your Two-Factor Code – Email & Text





Getting Your Two-Factor Code – USPS MAIL



Codes USPS-mailed are good for 30 days from the date of issue. Once you receive it, return to the login page and click *Received a Mail Registration Code?* This page will appear.

Enter the code and click *Next*

*Your email address and mailing address are from your employer (or former employer). If you are an active employee and either are incorrect you MUST update this information with your employer.

If you are **retired** and have a Retiree HRA and need to update your email address and/or mailing address, please contact 888-434-1144.



Alternative Phone Verification



If you are unable to authenticate via email, text or the mailing address on file, you can select the option for **Use Phone Verification**.

You will be prompted to enter a phone number that is not already on file and select **Verify Phone**. If your phone number is already on file, please use the alternative verification options.

Once the phone number is verified, you will have the option to select to receive a code via text message or via a phone call. You will be able to enter the code on the following page.

If you fail to verify your phone number twice, the alternative phone verification option will be disabled for 24 hours, and you will be prompted to use an alternative verification option. *****

*Call Participant Services at 866-268-0142 if you are unable to complete your registration using any of the verification options.



Set Up Your Login Credentials





Success!





Updating Your Info in the Future





Questions?



Website:yourflexbenefits.aptia365.comEmail us at:myflexbenefits@tri-ad.aptia365.com