



Manage your Flex account online at
www.pagroup.us

Flex Benefits

Employee Information

Employee Login and Information

What's my Balance?

Getting Reimbursed

Enrollment Information

Paypro Benefit Card

Flex en Español



Forms & General Information

Click this link to find:

- worksheets to help calculate your FSA contributions
- enrollment & claim forms
- lists of eligible expenses
- FAQs



To Check Your FSA Balance...

Click to review your claims received, paid, or in-process. Most claims can be viewed within 48 hours of receipt.

- Enter your Login ID and password
- Your Login ID is usually the first letter of your first name followed by your last name

Example: Susan Ortiz = sortiz

- For login help, click **I Forgot** to have your details emailed to you



Click to check your account if you have the PayPro Benefits Card™

IMPORTANT INFORMATION ABOUT YOUR FSA

As of 2011, over-the-counter drugs and medicines are reimbursable only with a written prescription from your medical provider.

If you have the PayPro BenefitsCard™ you need to save copies of all itemized receipts. The plan may require you to submit them to PayPro. Failure to do so can result in your card being suspended!



You can mail, email or fax your claims to PayPro Administrators. Forms and instructions are on the website (*see reverse for more information*).

Questions?

Call, email or fax your dedicated account representative!



For Claims

claims@pagroup.us



951.656.9273

For general inquiries

flex@pagroup.us



951.656.9276

Claims must include the following:

- date of service
- type/nature of the specific treatment/service
- who provided the service
- who received the treatment/service
- the expense amount you're responsible for
- for dependent care expenses, the tax ID or SSN of the provider

