



PARTICIPANT WEB PORTAL INSTRUCTIONS

Managing your Section 125 Flex Account through EBC's web portal is easy and convenient. You are now able to enroll online, submit claims and view your account activity.

Getting Started

Go to www.ebcsolutions.com and click on the Section 125 Flex tab. Select the first log into your account button. (the one to the left)

Your account has already been set up for you. You will need to enter your username and password. Your username is your email address. Your password is your first name, followed by the last 4 digits of your social security number.

If you cannot access your account with the above information, contact EBC.

Adding an Election During Open Enrollment

During the open enrollment period, a red "ATTENTION" banner is displayed. Click the "click here" link to access the open enrollment features.

Once the Open Enrollment page is displayed, you will be able to enroll in the plans you are eligible for. Simply enter the dollar amount in the annual election field in the category you wish to enroll in. Click "submit" and you are done!

Your elections will be reviewed and approved by EBC. Once your elections are approved, the red "ATTENTION" banner will disappear from your home page.

Handling Claims

You can submit claims for reimbursement and monitor your account/claim activity online.

Once you are logged into your account, you will click on choose "My Account" from the tool bar, then select "New Claim" and complete each of the fields. Once you are done, click "Browse" to upload your scanned document/receipt. Click "Submit" to enter your claim. You will receive a Claim Confirmation Receipt report.

If you have any questions, please feel free to contact EBC at 888-507-6053.