

## Login Instructions

### Account Login

1. Go to [www.ebcflex.com](http://www.ebcflex.com).
2. Click “Log In” **A** at the top of the page and choose “Participants.”
3. Log in with your Username and Password.

### Create an Account

If you do not have a Username and Password, you will first need to register.

1. Click on the “Register” button **B**.
2. Fill out the short form and follow the on-screen instructions.

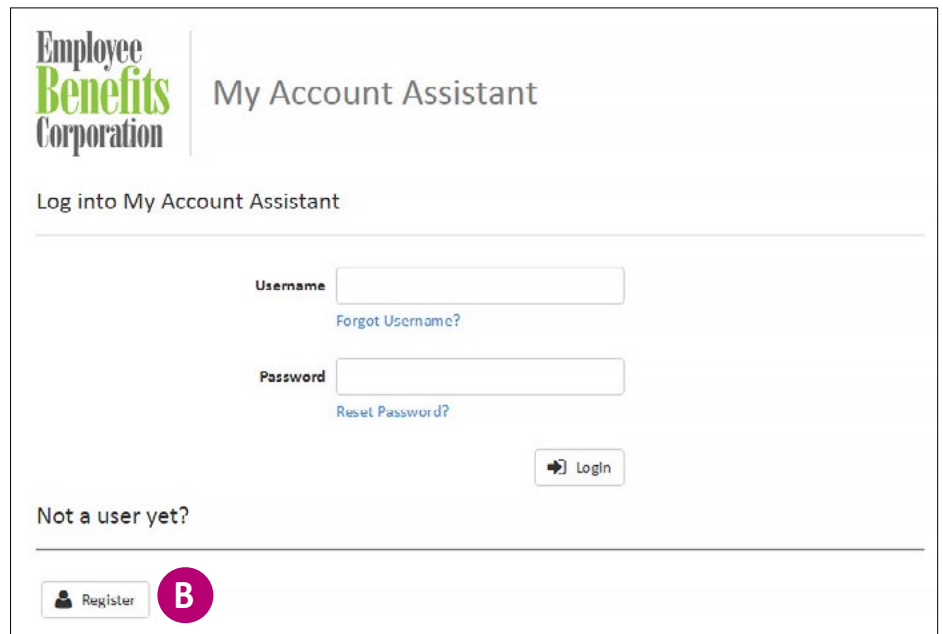
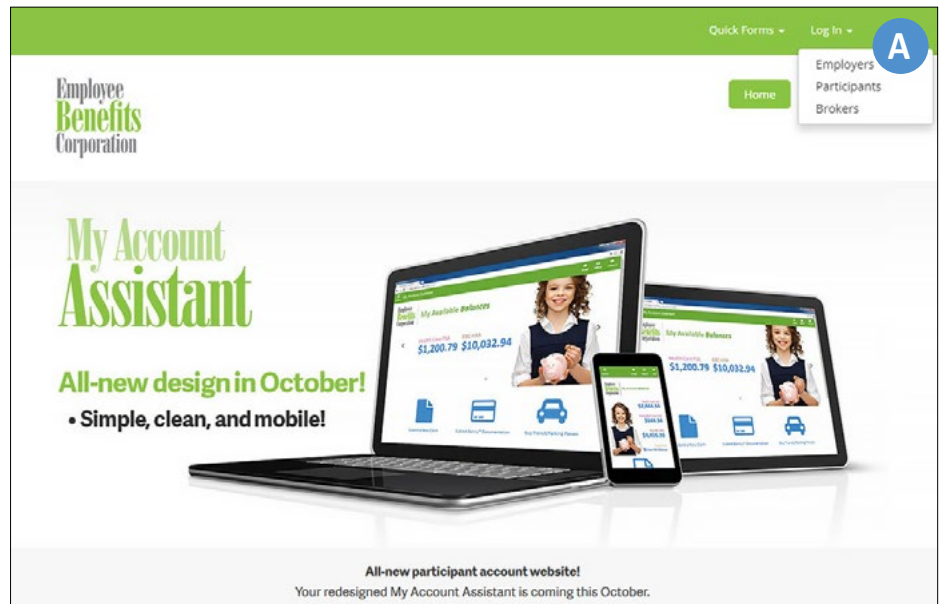
### Forgot your Username or Password?

To retrieve your login credentials:

1. At the log-in screen, click on “Forgot Username?” or “Reset Password?”
2. Enter your email address and click “Retrieve Username” or “Reset Password.”
3. An email will be sent to you shortly with a link to your Security Question.
4. Provide the answer to your Security Question.
5. An email will be sent to you shortly with your Username included or instructions on how to reset your Password.

### Change your Username and Password

Once you log in, you may change your Username, Password, and Security Question. Simply open the menu and choose “My Security Settings” under “Change.”



### Questions?

If you have any questions, feel free to contact Participant Services at **800 346 2126**, or email [participantservices@ebcflex.com](mailto:participantservices@ebcflex.com).