

**Flex Benefits Plan
Employee Benefits Corporation (EBC)
8-30-13**

The District's 3rd Party Administrator for the District's Flex Benefits (Spending) Plan, Benefits Design Group, was taken over by another company, Employee Benefits Corporation (EBC) and the procedures for submitting claims, accessing your account, etc. have changed.

To Activate Your Account:

You can activate your account by going to www.ebcflex.com and then clicking on Participant Log-in. You can then create your login information and log into your account.

To Submit a Claim for Reimbursement:

There are a few different ways that you can submit your claims. The easiest way would be to submit the claims online by logging into your account. You can also submit claims via the EBC app if you have a smart phone. If you would rather fax or mail the claims you can by downloading the claim form from the EBC homepage under the Quick Forms section.

If you have any additional questions, please call EBC's Participant Services Department at [800 346 2126](tel:8003462126) between 8 am and 5 pm(Central Time), Monday through Friday.