



GETTING STARTED WITH FLEXPAY

FlexPay Inc.

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DOCUMENT OWNERSHIP

RESPONSIBLE	TITLE	DATE CREATED
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REVISION HISTORY

VERSION	REVISION DATE	REVIEW DATE	DESCRIPTION
1.0	December 14, 2017	December 14, 2017	Initial release.
1.0.1	January 25, 2018	January 25, 2018	Steps 5, 6, and 7 descriptions expanded on.
1.0.2	January 7, 2019	January 7, 2019	Updated and Reformatted



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INTRODUCTION

Welcome to FlexPay!

This guide will help you get set up your FlexPay account. For account issues, to reset your password, confirm your username or for any questions or assistance you can email our support team at support@flexpay.io or send a ticket by logging onto our support page at <https://support.flexpay.io/support/home>.

Let's get started!

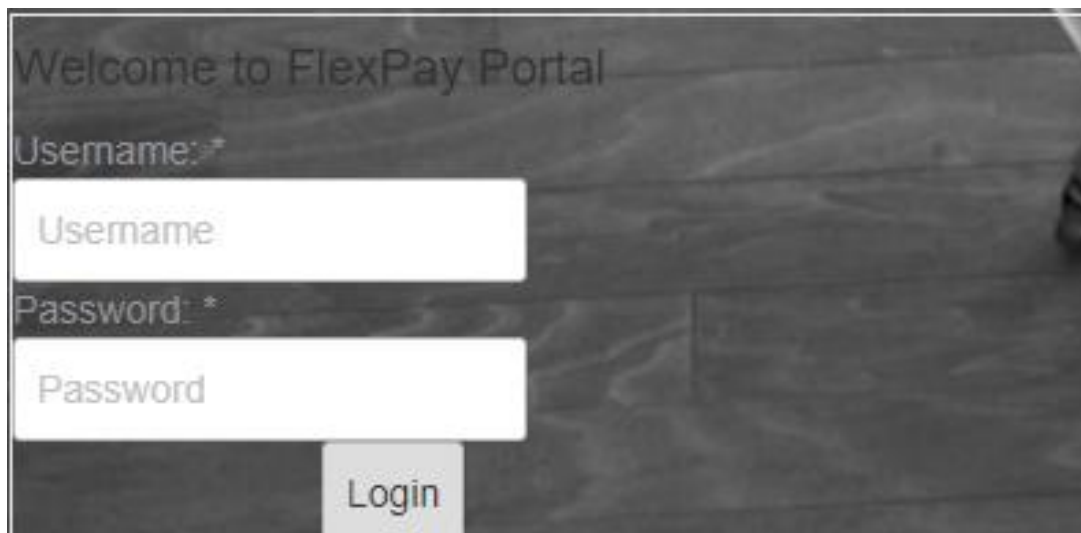
LOGGING INTO FLEXPAY

Before you can log into FlexPay, an account must first be created. The account is created by FlexPay's Support Team. They will also generate the login credentials (username and temporary password) and email them to you separately in accordance with PCI standards. If you don't see them in your inbox you may want to check your junk/spam folder.

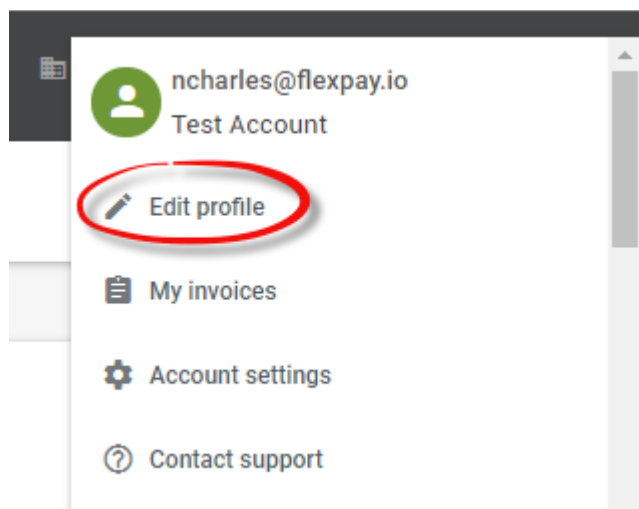
Now that you have your account credentials, you can begin setting up your FlexPay account by logging in and changing your temporary password.




Step 1: To begin, go to <https://client.flexpay.io/Account/Login> which will ask you for your Username and Password that was emailed to you and sign in.



Step 2: Once logged in, change your password to something you can remember. Click on your account username at the top right of the page. This will display a drop-down box showing the "Edit profile" option.





Step 3: Click on the "Edit profile" button. You will be directed to the "Edit Profile" page showcasing your user information. Here you can access your user information including your password. Enter your new password in the "Password" field and repeat it in the "Confirm Password". Click on the  button at the bottom of the page. Your password has been changed!

Edit profile

USER INFORMATION

Login: *

First name: *

Last name: *

Email:

PASSWORD

Password: *