

PayFlex Mobile® App

Don't go another day without our mobile app

Get access to your PayFlex® account with our free* PayFlex Mobile® application. This app makes it easy to manage your account. It's available for iPhone® and iPad® mobile digital devices, and Android™ application.

Getting started is easy

First, you'll need to create a user name and password. You'll use the same user name and password for the app as you do to access your PayFlex member website. If you already have a user name and password, skip to step 4 (below).

1. To create a user name and password, go to **utc.payflex.com**.
2. Click **Sign In**, located at the top right corner.
3. Click **Create Your Profile** and complete the required fields.
4. From your mobile app store, download PayFlex Mobile.
5. After you log in to the app, you'll see **My Dashboard**. This connects you to:
 - Financial Center
 - My Resources
 - Alerts
 - Contact Us

Using the mobile app features

Financial Center

You can view your account information and request reimbursement for your out-of-pocket expenses.

View account information:

To get started, select the account you wish to view.

- If you have a **health savings account (HSA)**, you can:
 - Use the **Deposit** feature to contribute funds to your HSA.
 - Use the **Withdrawal** feature to request reimbursement for your out-of-pocket expenses.
 - Use the **Payment** feature to pay your health care provider directly for the amount you owe.
 - **View all of your transactions in one list.**
 - **View the details of your transactions.** Select the transaction you wish to view.
 - **View a summary of your account.** On the Details page, select the account to view a summary.



*Standard text messaging and other rates from your wireless carrier still apply.

My Resources

You can view a list of common eligible expenses. You can also view any agreements and terms of use that we have sent to you.

- Select **Expenses** and choose the expense list you wish to view.
- Select **Documents Center** and choose the document you wish to view.

Alerts

If you see an alert, select it to view more details.

Contact us

You have a number of ways to contact us. Through the app, you can view our toll-free customer service number, fax number and mailing address; our customer service hours; and the member website.

Questions?

Go to **utc.payflex.com** and click on "Contact Us." We're here to help Monday – Friday, 8 a.m. – 8 p.m. ET and Saturday, 10 a.m. – 3 p.m. ET.

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