



# Group Plan Solutions Benefit Administration

A Division of Pekin Insurance®

## Online Access to Your Section 125 Flexible Spending Accounts

Access your accounts online anytime—day or night. GPS provides you immediate online access to information on your Flexible Spending Account and Dependent Care Account (if you have enrolled in these plans). Online, you can file claims, set up direct deposit, verify balances, and utilize many other convenient features to help you manage your account.

To access your employer's private web portal, go to [www.groupplansolutions.com](http://www.groupplansolutions.com), choose the Member option, and go to the Flex Account section. From there you will see an option to log in to the Flex portal.

Your default User ID and Password are the same: the first initial of your first name, your last name, and the last 4 digits of your social security number. They are all lowercase. You will not need to enter a new account code.

For example, Joe Smith with SSN ending in 1234 would use:

User ID:     jsmith1234  
Password:   jsmith1234

When you sign in the first time, you will set up security questions and change your password.

## Take Your FSA With You Wherever You Go

The **GPS Flex** Mobile App is available from **Google Play** and the **App Store**. Log in with the same user name and password you have established in the above referenced web portal.

## If You Have Any Questions

about online access or your account, we are just a phone call away! Contact us at 888-301-0747.

