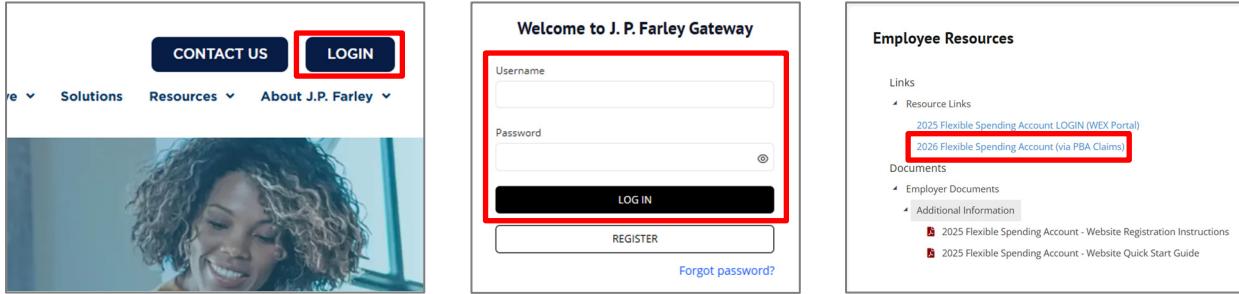


# How to Access Your 2026 Flex Account

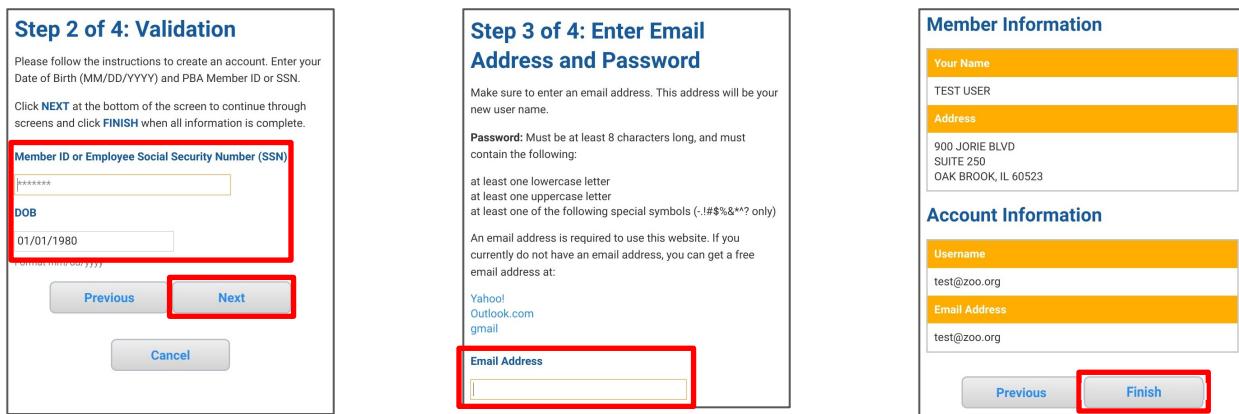
1. Go to [jpfarley.com](http://jpfarley.com) and click **Login**.
2. Login to your account and click **Employee Resources > 2026 Flexible Spending Account**.



3. This launches the PBA member portal. Click **Create a new account** on the login screen. Note that once this initial account creation is complete, returning users can simply enter their login credentials and click Login.
4. Check **Accept** and click **Next** if you agree to the terms and conditions.



5. Enter the employee Social Security Number (SSN) and employee date of birth. Click **Next**.
6. Enter your e-mail, which will be your username, create your password and set up your security questions and answers. Click **Next**. Verify your information and click **Finish**.



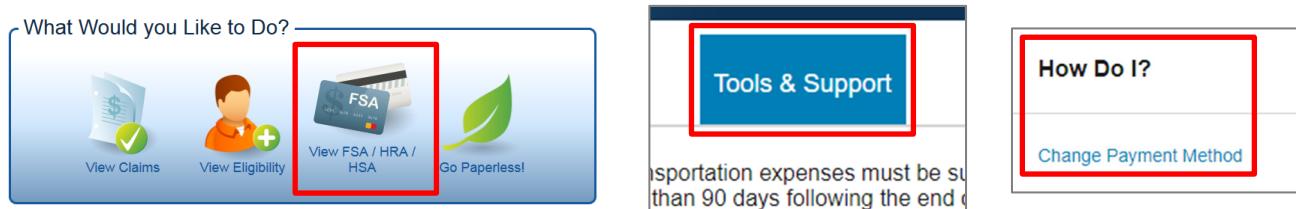
7. From the PBA home page, click the **View FSA / HRA / HSA** button



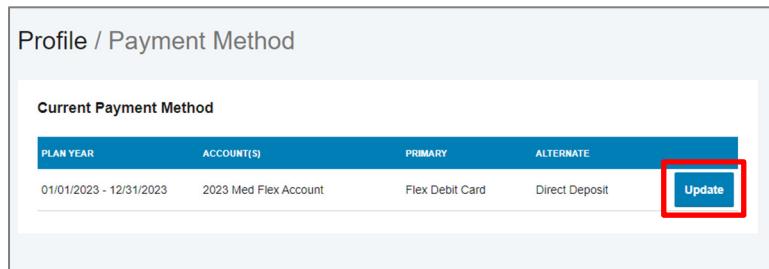
8. For additional information, please click **Tools and Support > Next Steps Form**.

## How to Add or Change Direct Deposit on Your Account

1. Click on **View FSA/HRA/HSA**.
2. Click on **Tools & support > How Do I? > Change Payment Method**.

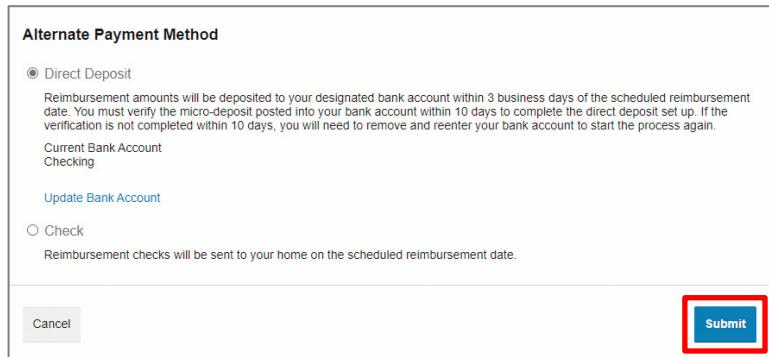


3. Click **update** on the current plan that you want to change.



PLAN YEAR	ACCOUNT(S)	PRIMARY	ALTERNATE
01/01/2023 - 12/31/2023	2023 Med Flex Account	Flex Debit Card	Direct Deposit

4. Under **Alternate Payment Method**, click on **Direct Deposit** and enter banking information.
5. Click **Submit** to save changes.



Direct Deposit  
Reimbursement amounts will be deposited to your designated bank account within 3 business days of the scheduled reimbursement date. You must verify the micro-deposit posted into your bank account within 10 days to complete the direct deposit set up. If the verification is not completed within 10 days, you will need to remove and reenter your bank account to start the process again.

Current Bank Account  
Checking  
[Update Bank Account](#)

Check  
Reimbursement checks will be sent to your home on the scheduled reimbursement date.

[Cancel](#) Submit