

# How to Access Your 2026 Flex Account

1. Go to **jpfarley.com** and click **Login**.
2. Login to your account and click **Employee Resources > 2026 Flexible Spending Account**.

The first screenshot shows the J.P. Farley website header with a 'LOGIN' button highlighted in a red box. The second screenshot shows the 'Welcome to J. P. Farley Gateway' login page with 'Username' and 'Password' input fields and a 'LOG IN' button highlighted in a red box. The third screenshot shows the 'Employee Resources' page with a link to '2026 Flexible Spending Account (via PBA Claims)' highlighted in a red box.

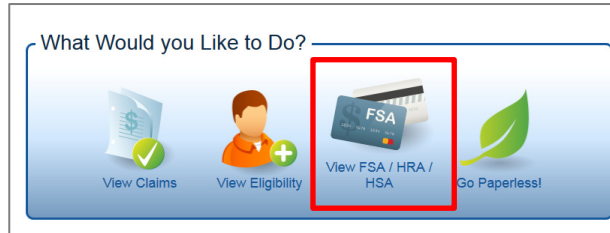
3. This launches the PBA member portal. Click **Create a new account** on the login screen. Note that once this initial account creation is complete, returning users can simply enter their login credentials and click Login.
4. Check **Accept** and click **Next** if you agree to the terms and conditions.

The first screenshot shows the 'Login' screen with a 'Create a new account' link highlighted in a red box. The second screenshot shows the terms and conditions screen with the 'Accept' checkbox and 'Next' button highlighted in a red box.

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**.

The first screenshot shows 'Step 2 of 4: Validation' with fields for 'Member ID or Employee Social Security Number (SSN)' and 'DOB' highlighted in red boxes. The second screenshot shows 'Step 3 of 4: Enter Email Address and Password' with the 'Email Address' field highlighted in a red box. The third screenshot shows the 'Member Information' and 'Account Information' screens with the 'Finish' button highlighted in a red box.

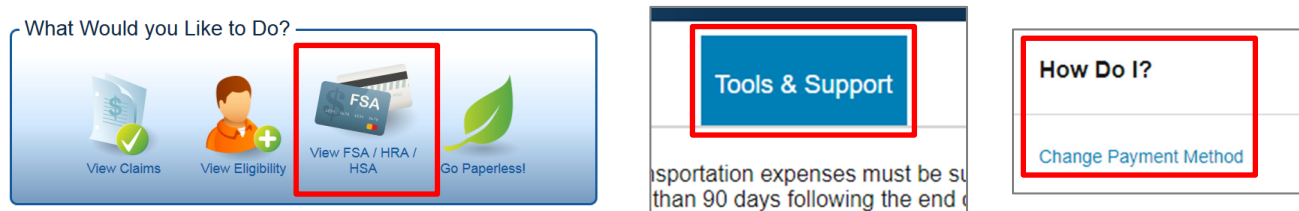
- From the PBA home page, click the **View FSA / HRA / HSA** button



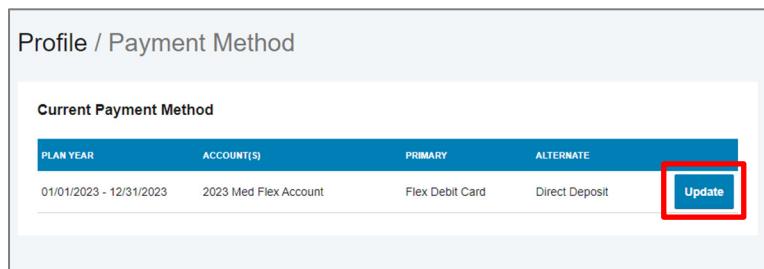
- For additional information, please click **Tools and Support > Next Steps Form**.

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

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



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



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

**Alternate Payment Method**

☒ 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**