

## **Directions to Log into Benefits Payment System (BPS)**

### **Directions to log-in to BPS for the First Time:**

1. Go to [www.ipgflex.com](http://www.ipgflex.com)
2. Click on New Benefits Payment System link (this will take you to the Participant Portal)
3. Below the Login Button, Click on the blue hyperlink “Create an Account”
4. Type your First Name
5. Type your Last Name
6. Enter Employee ID: this is your social security number, NO Dashes
7. Enter Employer ID: This will be provided by IPG
8. Create new User ID: you will use this when logging into the system in the future (must be between 6 and 14 characters)
9. Create new Password: minimum 8 characters, must have one letter and one number (password is case sensitive)
10. Enter Security Word (required Mother’s Maiden Name)
11. Enter Birth City (required)
12. Enter Email Address (highly recommended)
13. Check box to receive emails (highly recommended)
14. Click Submit
15. A new screen will come up and you will enter your newly created User ID and Password

### **Directions to log-in to BPS once User ID and Password have been created:**

1. Go to [www.ipgflex.com](http://www.ipgflex.com)
2. Click on “New Benefits Payment System Link” (This will take you to the Participant Portal)
3. Click on Participant Login
4. Enter User ID
5. Enter Password