

# Flex & HSA Portal Login Guide

## Getting started

The First Financial Flex & HSA portal can be accessed by visiting [www.ffga.com](http://www.ffga.com) and selecting “HSA/FSA Login”

### Registration

- **Step 1:** If this is your first time accessing the portal, click the *register* button atop the right corner of the home screen.
- **Step 2:** Complete the registration form (as shown in the image on the lower right).
  - Choose a username & password
  - Enter your demographic information

Before clicking *register*, be sure to view and accept the terms of use.

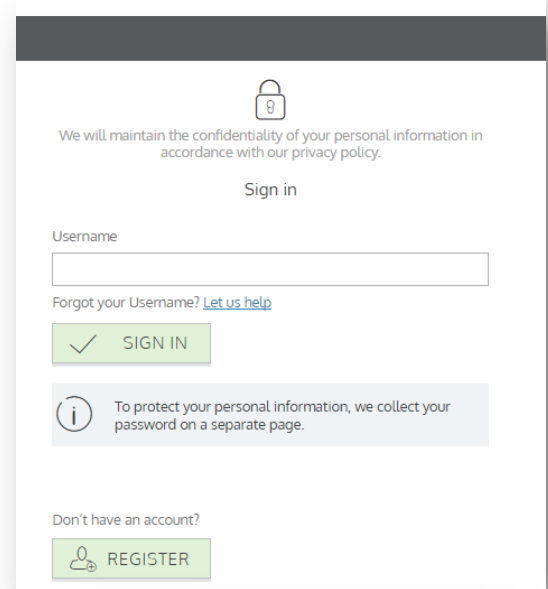
- **Step 3:** Click *register*. The process may take a few seconds. Do not click your browser’s back button or refresh the page.

### Secure authentication

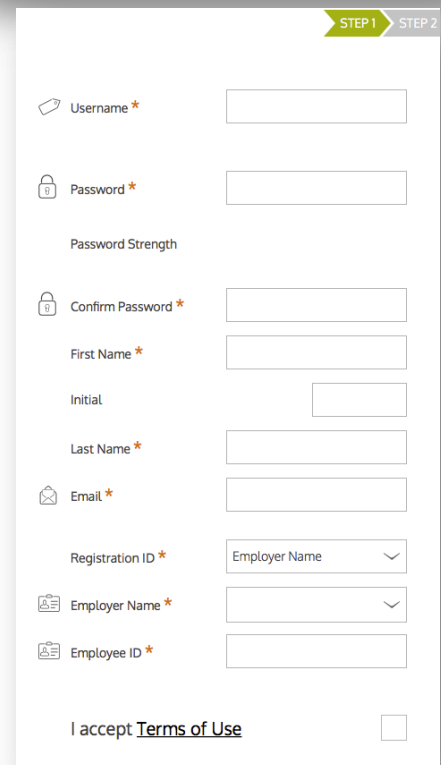
The next phase of registration involves setting up your secure authentication. This crucial step helps ensure your account is secure and private.

After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process.

- **Step 1.** Select your security questions. From the list, please select four security questions and provide your answers. These questions will be randomly asked during subsequent logins to ensure security. When finished, click *next*.
- **Step 2.** Verify your email address.



The screenshot shows the 'Sign in' page. At the top, there is a lock icon and a privacy policy statement: 'We will maintain the confidentiality of your personal information in accordance with our privacy policy.' Below this is a 'Sign in' heading. A 'Username' label is followed by a text input field. A link for 'Forgot your Username? Let us help' is provided. A green 'SIGN IN' button with a checkmark icon is visible. Below the button is an information icon and a note: 'To protect your personal information, we collect your password on a separate page.' At the bottom, there is a 'Don't have an account?' link and a green 'REGISTER' button with a person icon.



The screenshot shows the registration form, labeled 'STEP 1' and 'STEP 2'. The form includes the following fields: 'Username \*' (text input), 'Password \*' (password input), 'Password Strength' (indicator), 'Confirm Password \*' (password input), 'First Name \*' (text input), 'Initial' (text input), 'Last Name \*' (text input), 'Email \*' (text input), 'Registration ID \*' (dropdown menu with 'Employer Name' selected), 'Employer Name \*' (dropdown menu), and 'Employee ID \*' (text input). At the bottom, there is a checkbox for 'I accept Terms of Use'.

On the next page, you will be prompted to verify your email. Click *next*.

Register - Secure Authentication

STEP 1 STEP 2 STEP 3 STEP 4

First Name Test

Last Name Account

Confirm Email \*

*i* The email address entered is used for security encryption only. It is not used for solicitation purposes.

CANCEL NEXT

- **Step 3.** Submit setup information. On the next page, you'll be asked to verify the information you entered during the secure authentication process. After you've reviewed and confirmed the accuracy of this information, click *submit setup information*.

A confirmation page will display the successful completion of your registration.

### Your first login

Once registered, you will be able to enter your username, answer security questions, and enter your password on all subsequent login attempts.