FlexID Number
Participant Quick Reference Guide

What is the FlexID Number?

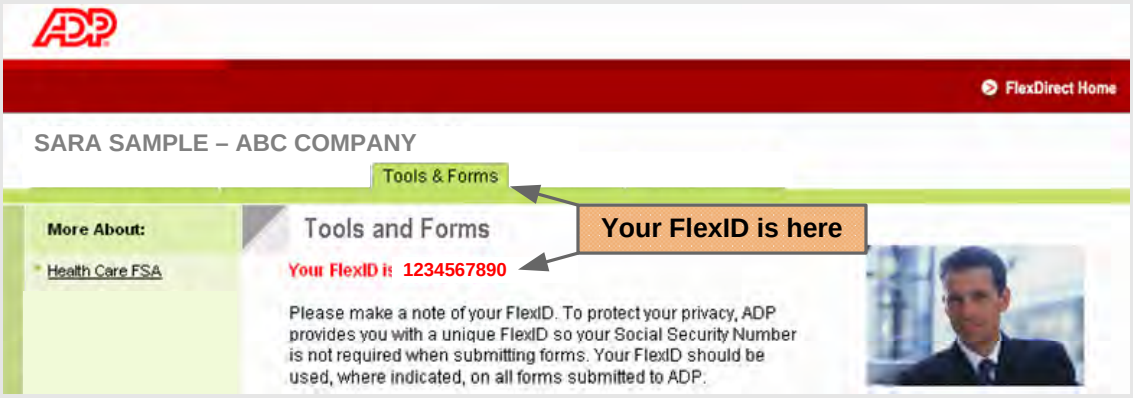
The FlexID number:

- Is a unique, identification number assigned specifically to you
- Replaces your Social Security Number (SSN) on all plan-related forms
- Safeguards your personal information from the risk of identity theft through mail or fax

Where do I locate my FlexID Number?

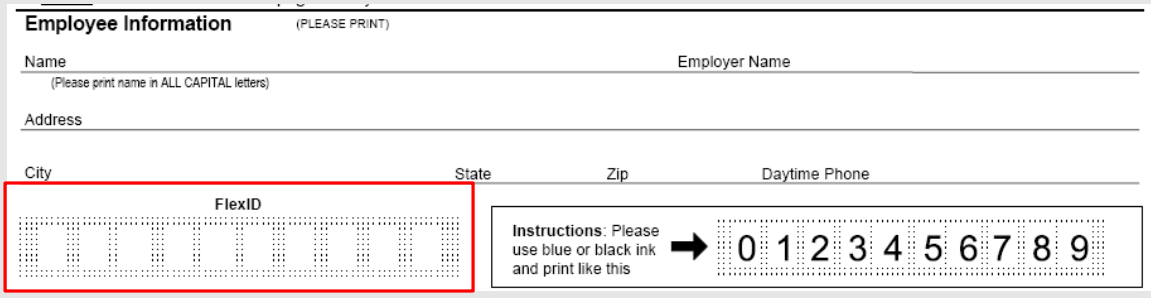
The FlexID number can be easily located:

1. By logging in to the ADP website and accessing the Tools & Forms page



2. By contacting your Participant Solution Center 1-800-654-6695
   a) Enter your SSN when prompted
   b) Select Option 1 to obtain your FlexID Number

How do I use my FlexID Number?

Your FlexID Number should be used whenever you file a paper-based claim. The FlexID number replaces the use of your SSN on your paper-based claims.

Enter your FlexID Number where indicated under the Employee Information section of the form.