

# The Goldleaf Partners' Benefits Management Portal!

Visit [www.goldleafpartners.com](http://www.goldleafpartners.com)

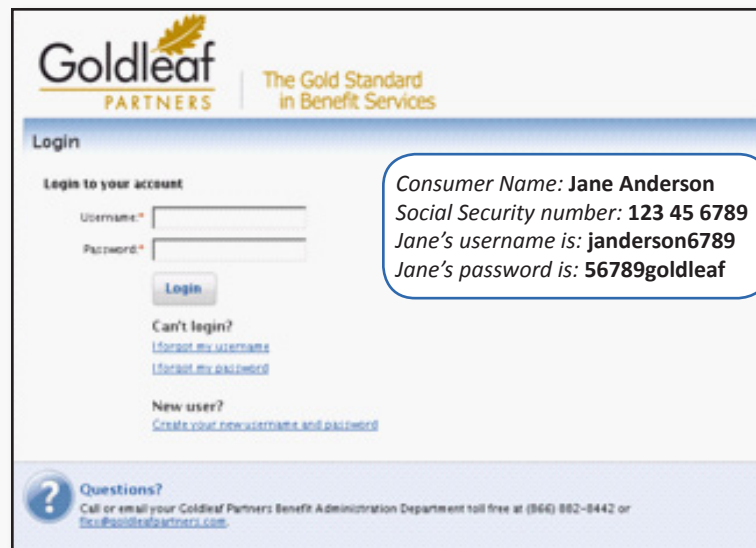
Click on "FLEX-125 Participants/Sponsors", Click on "Participants click here to Login"

If this is your first visit to the website please use the following information to login in to your account.

- For your **username** use the first initial of your first name + your entire last name + the last four digits of your Social Security number (janderson6789).
- For your **password** use the last **five** digits of your Social Security number + goldleaf. Please be aware your password is case sensitive (56789goldleaf).
- Press enter or click Login.

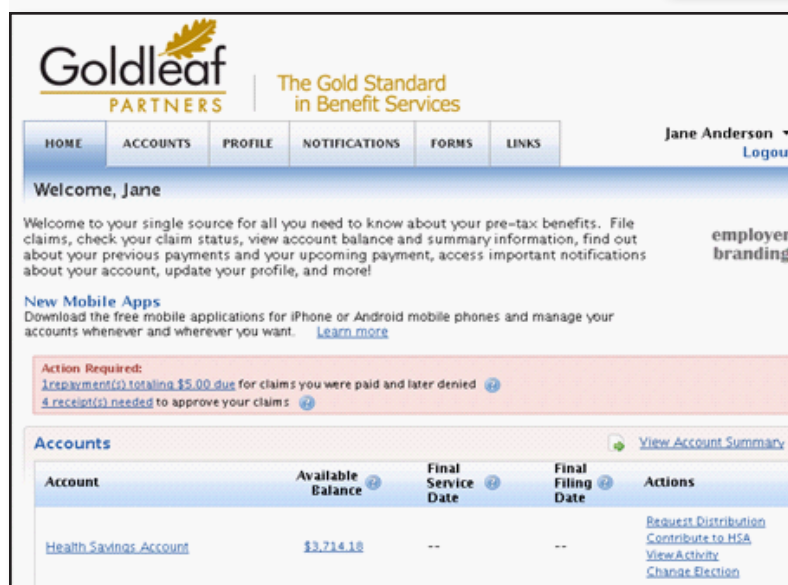
During your first visit to the site you will be prompted to change your password.

- Under "Login to your account", fill in the blanks as indicated using your user name and password from the above instructions.
- Create a new password. This must be at least **6-10 characters with at least one character being a number**. Passwords are case sensitive.
- Answer 5 of 10 security questions from the drop down list.
- Record your username, password and security answers and keep in a safe place.
- Press submit.



## Log in and look around!

It's easy to navigate by using the tabs at the top of each page, the links within the page(s) or by using the page list at the bottom of every screen!



Account	Available Balance	Final Service Date	Final Filing Date	Actions
Health Savings Account	\$3,714.18	--	--	Request Distribution Contribute to HSA View Activity Change Election

## Some things you can do online:

- View your **account balance** information and "drill in" to see detail like **claim history**.
- **File a claim** online
- **Upload receipts** needed online (PDF, GIF or JPG)
- Learn about your plans (see "Plan Summary" under the Account tab)
- See when your next reimbursement is expected.
- View and update **Profile** information.

If you have questions regarding your spending accounts or the consumer portal please call us at the number below:

**Goldleaf Partners**  
 Phone: 866.882.8442  
 Email: [benefits@goldleafpartners.com](mailto:benefits@goldleafpartners.com)  
 Website: [www.goldleafpartners.com](http://www.goldleafpartners.com)