

Flexible Benefits Plan Online Access

With the flexible benefits plan (FSA, DCA, HRA), you will have online access to your account. Once you have created your account, you will be able to view your balance, transactions and reimbursements. You will also have the option to upload your receipts for manual reimbursement requests. Below, you will find the instructions on how to get started.

Register & Login

1. Go to allianceinsgroup.com
2. Click on the **Client Login** button
3. Click on the **Flex Login** button
4. Click on the **Register** button and follow the steps.

What You Need

You will need the Employee ID - this is the employee's social security number (no dashes) or a number assigned to the employee and the Employee's Card Number. If you are unsure of the Employee ID, please contact Alliance Insurance Group.

User ID & Password

The user id must be between 5-10 characters - *Please be sure the USER ID is very unique.* This is a nationwide system and it will not allow the same user id to be used on more than one account.

Password must contain an instance of *at least three* of the following four types of characters:

- **An upper case character** such as A
- **A lower case character** such as a
- **A special character:** ~ ! @ # \$ % ^ & * () _ + = ` < > ? / \ - ; : " ' [] { }
- **A number** such as 9

Passwords expire every 90 days. You will be notified when it is time to reset the password when you login to the system. This is a security measure and cannot be changed. Once you change the password, close the webpage and log back in using your new information.

Account Features

You may also file a manual claim reimbursement request by uploading the receipt to your account or printing the claim form and return by mail, email or fax to us for processing.

Mobile App

From the App Store on your device, please search using the following key words:

- **iOS system:** Alliance Insurance Group FSA
- **Android system:** Alliance Ins FSA

(You can only use the mobile app once you have created your account through the website)

Should you ever have any questions about creating your account, resetting your password or any other functions with the system, please do not hesitate to contact us.

Office hours: M-F 8am-4:30pm (CST)
After hours: fsa@allianceinsgroup.com