

Set Up Your Login Credentials

1. Go to www.rkinsurance.com, click the **Benefits Portal Link** then click on **RKFlex**.

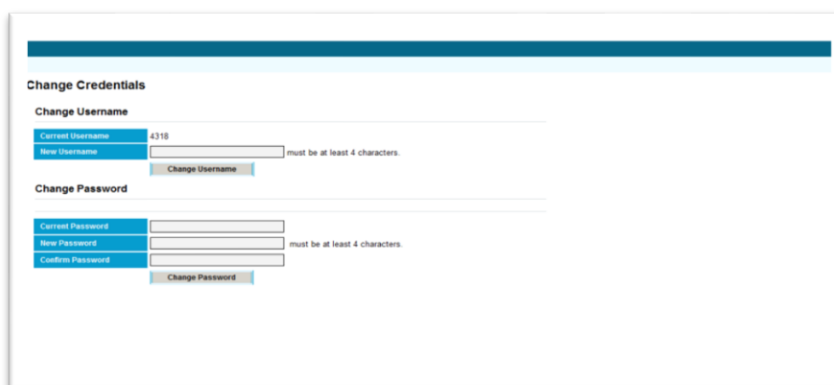
- User Name: Your 4 digit Member ID
- Password: Last 4 digits of your Social Security Number
- Click Login



A login form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button. To the right of the fields, there is instructional text: 'Please enter your username and password to proceed.' Below that, it says 'If you do not have a username and password, contact <mailto:rkflex@rkinsurance.com>'. At the bottom right, there is a link: '[Forgot Your Password?](#)'.

2. You will be prompted to change your credentials

- Enter a new user name
- Click change user name
- Enter current password as the last 4 digits of your SSN
- Enter new password and confirm the new password
- Click change password



A 'Change Credentials' form. It has two main sections: 'Change Username' and 'Change Password'. The 'Change Username' section has a 'Current Username' field with the value '4318' and a 'New Username' field. A note says 'must be at least 4 characters.' Below these is a 'Change Username' button. The 'Change Password' section has three fields: 'Current Password', 'New Password', and 'Confirm Password'. A note says 'must be at least 4 characters.' Below these is a 'Change Password' button.

3. You can find a complete **Guide to Accessing your Flex Benefits** online under the Document Library.