



2600 West 49<sup>th</sup> Street  
Sioux Falls, SD 57105-6575 *FLEX*

## WELCOME TO DAKOTACARE FLEX ONLINE BALANCES

To access [www.dakotacareflexonline.com](http://www.dakotacareflexonline.com) First-Time Users:

1. First time accessing website enter in box on front screen  
USERNAME: First 4 Letters of Last Name & Last 4 Numbers of Social Security Number  
PASSWORD: First 4 Letters of Last Name & Last 4 Numbers of Social Security Number  
Hit Enter and the System will prompt you to now change your Username and Password to be what you would like it to be. You now can view your Flex Account Live.

AT THIS POINT, THE MEMBER MAY DO THE FOLLOWING:

- CLAIMS TAB - Submit a Claim on line by clicking on submit a claim. Member will complete information requested on screen and **Upload Documentation** via Upload Receipt Link. You will then click on submit. The Claim will come directly to DAKOTACARE Flex and member will not have to do anything further.
- STATUS TAB – View his/her spending account live.
- PROFILE TAB – Change Username and Password
- RESOURCES TAB – Can print off Claim Form, Direct Deposit Form & view list of covered & Non-Covered Expenses.

Contact Information for DAKOTACARE Flex.

If you have questions or have lost your password, please contact DAKOTACARE Flex at 1-800-325-5598 or [flex@dakotacare.com](mailto:flex@dakotacare.com).