# Flex & HSA Portal Login Guide

## Getting started

The First Financial Flex & HSA portal can be accessed by visiting www.ffga.com and selecting "HSA/FSA Login"

## Registration

- **Step 1:** If this is your first time accessing the portal, click the *register* button atop the right corner of the home screen.
- **Step 2:** Complete the registration form (as shown in the image on the lower right).
  - o Choose a username & password
  - o Enter your demographic information

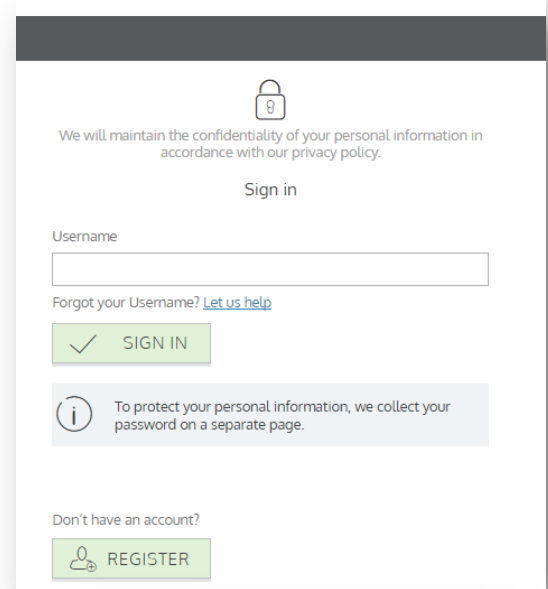    Before clicking *register,* be sure to view and accept the terms of use.

- **Step 3:** Click *register.* The process may take a few seconds. Do not click your browser's back button or refresh the page.
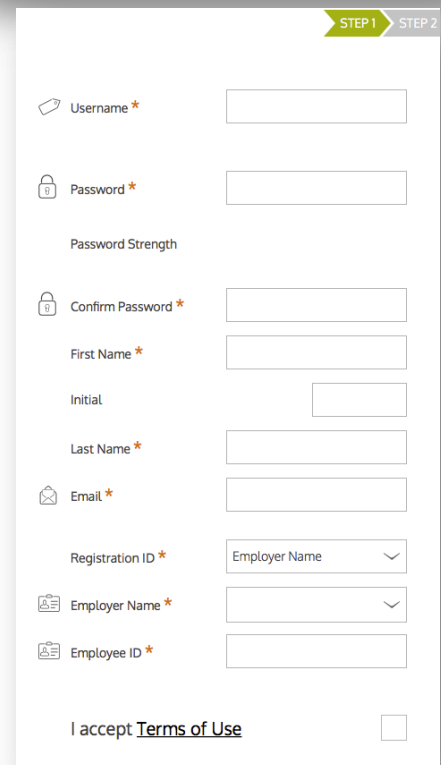
## Secure authentication

The next phase of registration involves setting up your secure authentication. This crucial step helps ensure your account is secure and private.

After the registration form is successfully completed, you will be prompted to complete the secure authentication setup process.

- **Step 1.** Select your security questions. From the list, please select four security questions and provide your answers. These questions will be randomly asked during subsequent logins to ensure security. When finished, click *next.*
- **Step 2.** Verify your email address.

On the next page, you will be prompted to verify your email. Click *next.*



- **Step 3.** Submit setup information.  On the next page, you'll be asked to verify the information you entered during the secure authentication process. After you've reviewed and confirmed the accuracy of this information, click *submit setup information.*

  A confirmation page will display the successful completion of your registration.

## Your first login

Once registered, you will be able to enter your username, answer security questions, and enter your password on all subsequent login attempts.