



Directions to Log into IPG Flex System

Directions to log-in to IPG Flex system for the first time:

1. Go to www.ipgflex.com
2. Click on the Login Button
3. Click on REGISTER
4. Create a User ID: you will use this when logging into the system in the future (must be between 9 and 15 characters)
5. Create a Password:
 - a. minimum 8 characters, maximum 16
 - b. must include three of the following: a number, an uppercase letter, a lowercase letter, and/or a special character
 - c. cannot contain the user ID, the word "password", the same character repeating 3+ times or spaces
6. Confirm Password
7. Enter first name:
8. Enter last name:
9. Enter email address
10. **Enter Employee ID:** Use social security number with no dashes or spaces
11. **Enter Registration/Employer ID:** **IPG_ _ _ _** (*IPG can provide the ID suffix*)
12. Click box to accept terms of use and click next
13. A new screen will come up and you will enter your newly created User ID and Password

Directions to log-in to IPG Flex once User ID and Password have been created:

1. Go to www.ipgflex.com
2. Click on Login Button (This will take you to the Participant Portal)
3. Click on Participant Login
4. Enter User ID
5. Enter Password

Directions to log-in to IPG Flex and Obtain your PIN (optional):

1. Go to www.ipgflex.com, click "Login Button" enter your existing User ID and password
2. Click on "Card Status" on the left margin
3. Click on "To View Your PIN Click Here"
4. This will take you to the e-PIN Retrieval Website
5. Complete authentication process by answering questions
6. Enter password again
7. Click Submit; Proceed to Account
8. Click on link that says "View PIN"