

Your Guide to Online Enrollment

It's easy to enroll in a PayFlex® Flexible Spending Account (FSA) online.

1. Visit **payflex.com**, your PayFlex member website.
2. Click **Sign In**, located at the top right corner.
3. If you're a new user, click **CREATE YOUR PROFILE**. Then follow the prompts to create your user name and password.

Enroll in your account

- Once you're logged in, click **ENROLL NOW**.
- Select your **Employer** from the drop down box (if prompted). You'll see the PayFlex account(s) available to you.
- Select the account(s) that you want to enroll in. If you don't want to enroll in a particular account, don't check the box.
- Enter the amount you want deducted from your paycheck each pay period.
 - Please note the minimum and maximum annual deductions are set by your employer. Your annual election is automatically calculated based on the number of pay periods provided by your employer.
- Click **Save My Elections**.
- Review the confirmation screen.
- Review and accept the terms and conditions. If you agree, click **Submit**.
- You'll see a final confirmation screen. This page will show the accounts you successfully enrolled in. You'll also receive a confirmation e-mail from PayFlex.



Sign up for electronic account updates

To help you stay up-to-date on your account, we encourage you to sign up to receive notifications through e-mail, on the web or both. Click **Account Settings** from the top navigation. Then select **Account notifications**.

Questions?

Log in to your PayFlex member website and click **Help & Support**.

This material is for informational purposes only and is not an offer of coverage. It contains only a partial, general description of plan benefits or programs and does not constitute a contract. It does not contain legal or tax advice. You should contact your legal counsel if you have any questions or if you need additional information. In case of a conflict between your plan documents and the information in this material, the plan documents will govern. Eligible expenses may vary from employer to employer. Please refer to your employer's Summary Plan Description ("SPD") for more information about your covered benefits. Information is believed to be accurate as of the production date; however, it is subject to change. PayFlex cannot and shall not provide any payment or service in violation of any United States (US) economic or trade sanctions. For more information about PayFlex, go to **payflex.com**.