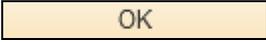
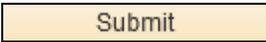




Flexible Spending Account (FSA)

Step	Action
1.	Click in the User ID field.
2.	Enter your User ID
3.	Press [Tab] .
4.	Enter your Password
5.	Click the Sign In button. 
6.	Click the Open Enrollment link. 
7.	Click the Select button. 
8.	Click the Edit button next to the Flex plan you want to enroll in: Flexible Spending Health U.S. or Flex Spending Dependent Care. 
9.	Click on the Radio Button next to Flexible Plan.
10.	Enter your desired annual pledge in the Annual Pledge field.
11.	Click on the  button. This tool will help you determine what your biweekly payroll deduction amount will be. Once in the work sheet you can change your annual pledge amount in the New Pledge Amount field and recalculate by clicking on the Calculate button below.
12.	Click the Return link. 
13.	Click the Continue button. 
14.	Click the OK button. 
15.	Click the Submit button. 
16.	End of Procedure.