

Spending and Reimbursement Accounts

> Enrolling Online

This handout explains how to enroll in a spending or reimbursement account right from your online account.

To enroll online, complete the following steps:

1. Under the **I Want To** section, click **Enroll Now**.

I Want To:

[Enroll Now](#) [Manage My Expenses](#)

2. Click the **Plan Description** link to review the plan information.
3. Click **Begin Your Enrollment Now**.

Enrollment

Are you ready to enroll? [Begin Your Enrollment Now](#)

Enrolling in a Pre-Tax Benefit plan allows you to save Federal, State, Social Security and Medicare taxes on dollars you put into the plan. **You could save approximately 30% on every plan dollar you spend**, depending on your tax bracket.

4. Review your personal information under Profile, make any needed updates and then click **Continue**.



Quick Tip

Providing your email address and updating your notification preferences ensures you receive account statements alerts, claim and reimbursement information, and debit card alerts, etc.

5. For each eligible dependent, complete the required fields and then click **Add to List**. After all dependents have been added or if you choose not to add any dependents, click **Continue**.
6. Review the plan rules and check the box indicating you have read and understood the plan rules, and then click **Continue**.
7. Based on how much you would like to set aside for the year into your spending or reimbursement account, enter that amount in the election section, and click **Continue**.



Quick Tip

Click **Calculate** if you want to see the estimated tax savings.

Total election for the year:	\$5,750.00	
Total tax savings for the year *:	\$1,725.00	Calculate
Estimated per pay period deduction:	\$442.31	

8. Select your preferred reimbursement method and then click **Continue**. If you select Debit Card, you will also be asked to select a secondary reimbursement method.
9. Review your enrollment information, make any necessary updates, and then click **Submit**.



Quick Tip

Print the Enrollment Confirmation page for your records. This page verifies that your enrollment is complete.



Congratulations! You have now successfully enrolled in a spending or reimbursement account.