



How to Enroll Online with Flexible Benefit Administrators, Inc.'s Enrollment Portal

By enrolling online for your FSA plans you are signing up for savings!

Online Enrollment will be available May 10th through May 30th don't miss out!

Please note: The online enrollment portal is not designed to be accessed with the Safari web browser. For those wanting to access the portal via iOS devices, FBA suggests downloading the free Google Chrome app from the App Store.

Follow the simple steps below to enroll online.

	FBA Partners 🗸	A B O O	Entingen Littlemon Agr 35, 2018	
x Online Enrollment				
Icome to FLEX 2018 online enrollment! Enro ve participation via this portal.	ollment access will be avail	able from May 1, 2018 through lune 1,	2018. You have the option to enroll or	
two plans you may choose from are:				
PSA = Medical Revible Spending DCA = Dependent Care Revible Spending (This cove				
online enrollment assistance, please feel free to 00-437-3539 or email us at Readivision@Rex adm		istrators, Inc.		
ME 2018	INFOLL	DC 2018	ENPOU.	
FSA New	Y04075	- DCA New	WAYS	
inrollment Dates		Enroliment Dates		
Aay 01, 2018 - Jun 01, 2018		May 0L 2018 - Jun 0L 2018		

Log-in to your online account at https://fba.wealthcareportal.com/.

If you have not already created an online account you will need to do so before you can utilize the online enrollment system. If you currently have an online account, your log-in information will remain the same for online enrollment (log in and go directly to step 2).

Your **Employer ID:** FBAWCMD

Your Employee ID: Your Assigned Employee ID

- Click on the banner at the top of your Personal Dashboard that says "Do you want to enroll now?"
- ●You will see the Enroll Online page with available plans.

Make your selection for Enroll or Waive beside each available plan.

Select **Enroll** and you will be prompted through the next steps to make your plan year elections.

Select **Waive** to mark that you do not wish to participate in the plan for the new plan year.

Review your election for accuracy before clicking on Submit.

Once submitted, you will be able to make changes to your election through May 19th.

To update/verify your preferred method of reimbursement please download the Direct Deposit Form which can be found by clicking on "Forms and Documents" under the "Resources" tab of the navigation menu. This should be sent via email (flexdivision@flex-admin.com), scan or fax (757-431-1155) for processing.



If you are having difficulty navigating the online enrollment portal or you have forgotten your password to an existing account, please contact us at 800-437-3539 or flexdivision@flex-admin.com.