

# Online Enrollment Instructions

Our online enrollment portal makes it easy to calculate your election, enroll in your Flexible Spending Account (FSA) plan(s), add a dependent, and order additional debit cards. Please complete your enrollment per the instructions below, prior to the end of your employer’s enrollment period. You are just a few clicks away from saving money with a tax-advantaged FSA plan!

## LOGGING IN

1. Go to: <https://enrollments.flex125.com>

2. Enter the following information:

**Company (Employer ID):** \_\_\_\_\_

**SSN:** Last four digits of your SSN

**DOB:** MM/DD/YYYY

3. After logging in, you'll see your home dashboard. Your personal information should already be pre-populated; however, please update or add any information, where applicable.

### IMPORTANT REMINDERS

**CRA Parking Monthly Max:** \$ \_\_\_\_\_

**CRA Transit Monthly Max:** \$ \_\_\_\_\_

Be sure to have the SSN and date of birth available for a spouse or any dependent(s) over the age of 18 for whom you would like to order additional FSA debit cards.

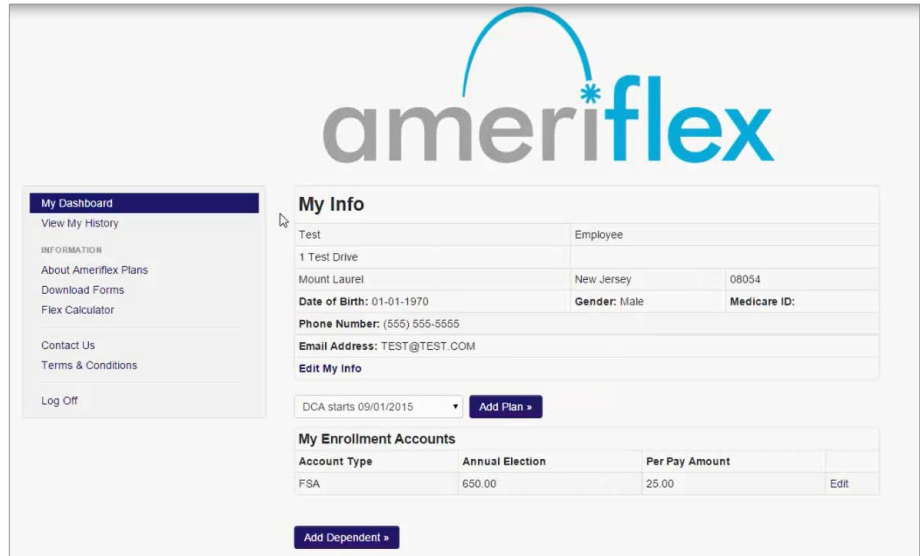
**Your enrollment period begins** \_\_\_\_\_ **and ends** \_\_\_\_\_.

**No changes of any variety will be permitted after** \_\_\_\_\_.

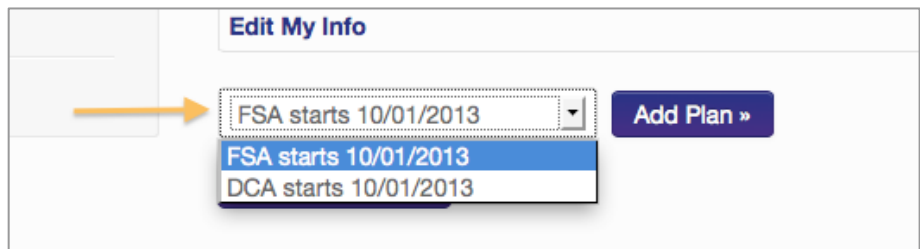
Please proceed with your enrollment, using the instructions on the next page as your guide. If you encounter problems or have any questions, please contact our Member Services team at 888.868.FLEX (3539) 8:30am - 8:00pm EST, Monday through Friday.

# ENROLLMENT INSTRUCTIONS

Once logged in, you will be directed to your home dashboard. From here, you can access informational tools, update/edit your information, and then begin the enrollment process.



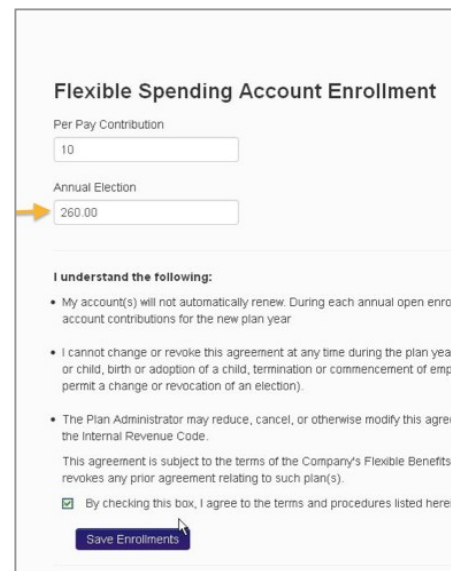
Once you select the plan you would like to enroll in, click “Add Plan.”



You will then be directed to the online enrollment section, where you can make your election.

Once you enter your annual election amount, the Per Pay Contribution amount will automatically populate.

Once you have entered your annual election, take a moment to review, and then check the box indicating your acceptance of the terms listed above. Finally, click on “Save Enrollments.” You will be directed back to your home dashboard.



From your home dashboard, you can review your election, enroll in additional accounts, or add a dependent to your account.