Your Guide to Online Enrollment

To enroll in a PayFlex® Flexible Spending Account (FSA), visit your PayFlex member website. Click Employee Account Login. Enter your username and password.

If you don’t have a username and password, click Register Now and follow the steps below.

Register your PayFlex account

1. Enter your Employer assigned number (i.e., Employee ID number) as the Member ID. Be sure to enter the number without dashes or spaces (e.g., 123456789).
2. Enter your 5-digit home zip code and click Register.
3. Create your own username and password.
4. Select a security question and enter an answer.
5. Enter your e-mail address and click Confirm.

After you register your account, you’ll see My Dashboard. Now it’s time to enroll in a PayFlex FSA.

Enroll in your account

- After you log in, select Online Enrollment under Quick Links on the left hand navigation bar.
- 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.

Stay connected to your account

To help you stay up to date on your account activity, sign up to receive electronic account notifications.

- From My Dashboard, select My Settings.
- Select the notification link. Enter your e-mail address twice.
- Select the notification(s) you wish to receive. Then click Submit.

Questions?

Visit your PayFlex member website and click Contact Us. We’re here to help Monday – Friday, 7 a.m. – 7 p.m. CT and Saturday, 9 a.m. – 2 p.m. CT.