QuickView

FSA Enrollment through ESS

Trigger:
- An employee has decided to enroll in a Medical or Dependent Flexible Spending Account (FSA) during the open enrollment period for FSA’s.

1. Connect to the PASSHE portal through the internet at the following link
   https://portal.passhe.edu/irj/portal

2. Sign in at the Self Service Portal screen. Detailed instructions for signing into the portal can be found in the ESS Training Manual at the following link
   http://www.passhe.edu/executive/HR/SystemHR/HRS/Pages/ess.aspx

3. On the tabs across the top of your page, select Employee Self-Service. You may see different tabs depending on your access.

4. Select the tab Benefits

5. Select Benefits Enrollment
6. Highlight the line of the plan you wish to enroll in and select Enroll in Plan

7. Enter the annual amount you wish to contribute and select Enroll in Plan

8. If you wish to enroll in the other FSA plan, repeat steps 6 and 7. If you are done with your selections, then continue with step 9.

9. Select Continue with Enrollment

10. Review your selections and select Submit Enrollment if everything is correct. If the information is not correct select Return to Enrollment Offers and correct the errors.

11. At this point your enrollment(s) are complete. If your email address is in the SAP system, you will receive an email confirmation of your elections. You can also print a copy of your elections by selecting the Printer Friendly Version.