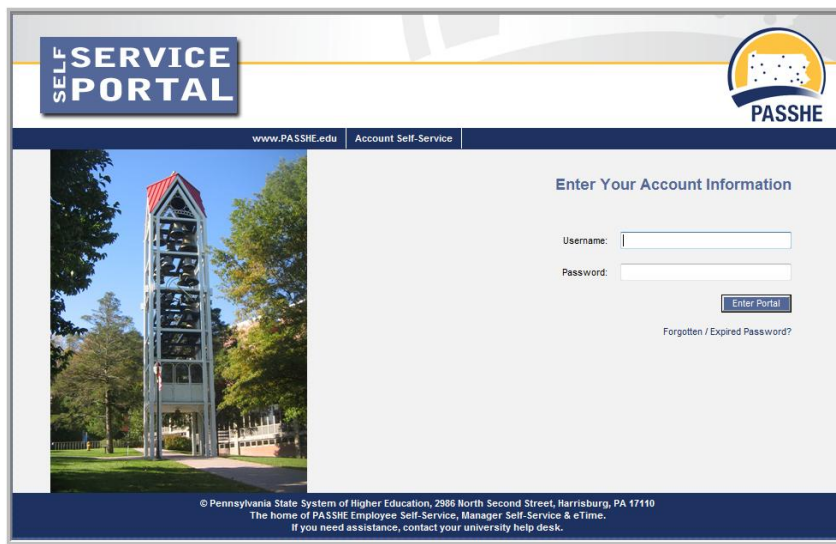


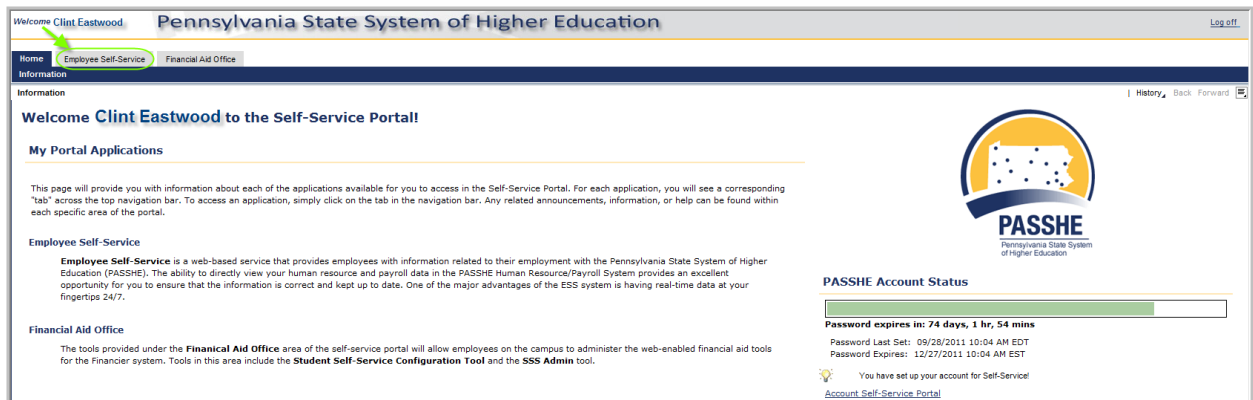
QUICKVIEW FSA Enrollment through ESS

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. Employee connects to the Self Service Portal via 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/inside/hr/syshr/Pages/ess.aspx>



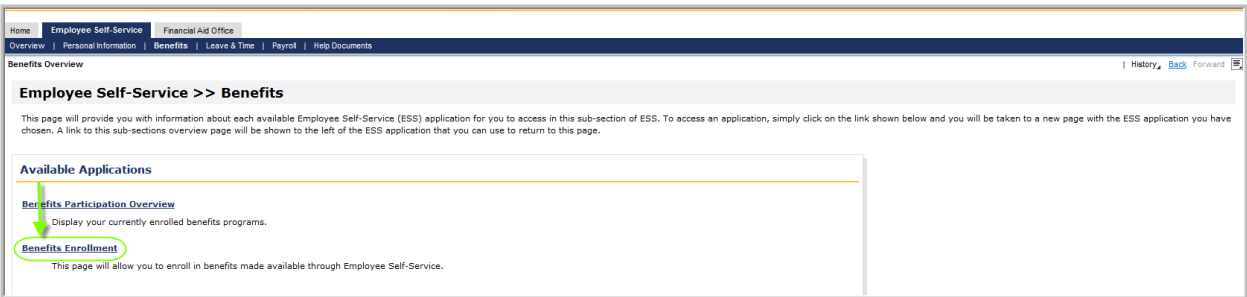
3. From the tabs across the top of the welcome page, select “Employee Self-Service”. (Note: Different tabs may be displayed depending on user access.)



- 4. Select the link for “Benefits”.



- 5. Select the link for “Benefits Enrollment”.



- 6. Highlight the line of the desired plan for enrollment and select “Enroll in Plan”.

Benefits Enrollment -- FSA Open Enrollment

This page will display all the benefits enrollment options available to you for enrollment for the current enrollment event. As a reference, all applicable current enrollments have been displayed. To enroll in a benefit plan, simply select the option from the "Enrollment Offers" table and click the "Enroll in Plan" button. If you have already setup enrollment for next year and wish to either change or remove the enrollment, then click the "Change Enrollment" or "Remove Enrollment" buttons, respectively. If you wish to enroll for next year with the same options as you setup for the current year, if applicable, you may click the "Copy Current Enrollment to Next Year" button.

Enrollment changes will not be stored in the benefits system until you save the changes on the next page of this application. Once you are satisfied with your enrollment options, click the "Continue with Enrollment" button below to proceed to the next page of this application.

[Enrollment for the current year.](#)

You are not currently enrolled in any applicable benefit plans for this calendar year.

[Enrollment offers for the next calendar year.](#)

Plan	Plan Type	Plan Begin	Plan End	Enrolled	Annual Contrib.	Plan Information
Dependent Care Reimb Acct	FSA - Dependent	1/1/2011	12/31/2011	<input type="checkbox"/>	\$0.00	FSA - Dependent
Medical Reimbursement Acct	FSA - Medical	1/1/2011	12/31/2011	<input type="checkbox"/>	\$0.00	FSA - Medical

- Users will receive a pop-up window asking for the desired annual contribution amount. Enter the appropriate amount and select “Enroll in Plan”.

Enrollment Offer for: FSA - Dependent

Plan Name: Dependent Care Reimb Acct
 Plan Type: FSA - Dependent
 Enrollment Period: 01/01/2012 - 12/31/2012

Use your Dependent Care Reimbursement FSA for eligible dependent care expenses such as daycare, after school care, and elder care.

Enter the amount you would like to contribute to this plan.

Annual Goal: USD (Maximum Contribution: \$5,000.00 USD)

- If an additional FSA Plan is desired, steps 6 and 7 should be repeated. If selections are complete, then continue with step 9 by selecting “Continue with Enrollment”.

Enrollment for the current year.

You are not currently enrolled in any applicable benefit plans for this calendar year.

Enrollment offers for the next calendar year.

Plan	Plan Type	Plan Begin	Plan End	Enrolled	Annual Contrib.	Plan Information
Dependent Care Reimb Acct	FSA - Dependent	1/1/2012	12/31/2012	<input checked="" type="checkbox"/>	\$2,400.00	FSA - Dependent
Medical Reimbursement Acct	FSA - Medical	1/1/2012	12/31/2012	<input type="checkbox"/>	\$0.00	FSA - Medical

- Review selections and select “Submit Enrollment” if everything is correct. If the information is not correct, select “Return to Enrollment Offers” and correct the errors.

Benefits Enrollment -- Summary of Plan Selections

This page displays a summary of what your benefits enrollment will be stored as upon final submission. If you are satisfied with your selection, click "Submit Enrollment". If you would like to make changes, you may go back to the previous screen and make all relevant changes to your benefits enrollment.

Enrollment is not complete until you click Submit Enrollment below.

Enrollment Summary

Plan	Plan Type	Plan Begin	Plan End	Annual Contrib.	Action
Dependent Care Reimb Acct	FSA - Dependent	01/01/2012	12/31/2012	\$2,400.00	New or Updated Enrollment

- At this point, enrollment(s) are complete. Users may wish to print a copy of the enrollment summary for their records by selecting “Printer Friendly Version”. If the user has an email address pre-existing in the SAP system at the time of registration, an email confirming the FSA election(s) will be sent to the employee instantaneously.

Benefits Enrollment -- Summary of Plan Selections

This page displays a summary of what your benefits enrollment will be stored as upon final submission. If you are satisfied with your selection, click "Submit Enrollment". If you would like to make changes, you may go back to the previous screen and make all relevant changes to your benefits enrollment.

Enrollment completed successfully!

Enrollment Summary

Plan	Plan Type	Plan Begin	Plan End	Annual Contrib.	Action
Dependent Care Reimb Acct	FSA - Dependent	01/01/2011	12/31/2011	\$2,400.00	New or Updated Enrollment

Your benefits enrollment options have been stored in the benefits system.

 A copy of this enrollment summary has been emailed to: APEIFFER@SYTECPA.ORG

If you would like to print a copy of this summary click here: [Printer Friendly Version](#)

If you wish to see your enrollment for next year click here: [Show Benefits Enrollment](#)