



MyFlex

Member Online Open Enrollment

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Enroll in the FSA through the MyFlex Website

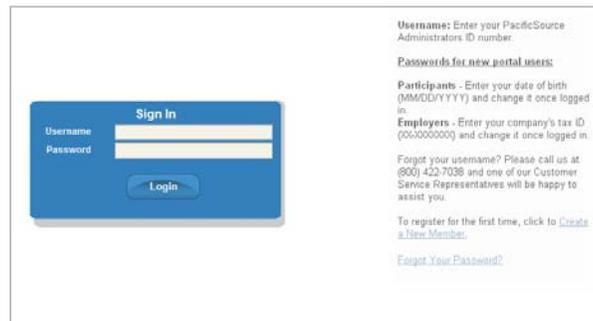
Member Online Open Enrollment through the MyFlex website enables you to enroll in the FSA plans that are offered by your employer and submit your elections electronically, eliminating the need to fill out a paper form at the start of each new plan year.

To begin, you will need to navigate to the PacificSource Administrators secure web portal:
<https://hrbenefitsdirect.com/PSA/signIn.aspx>

If you have previously participated in an FSA, HRA or Transportation account, please log in using your existing username and password and proceed to page 4 of this document. If this is your first time logging in, your PacificSource Administrators member ID number and date of birth are set as your default username and password.

If you are a brand new flexible spending account participant, please follow the instructions below.

Once you have arrived at the login page, click the Create a New Member link.



Username: Enter your PacificSource Administrators ID number.

Passwords for new portal users:

Participants - Enter your date of birth (MM/DD/YYYY) and change it once logged in.

Employers - Enter your company's tax ID (XXXXXXXXXX) and change it once logged in.

Forgot your username? Please call us at (800) 422-7038 and one of our Customer Service Representatives will be happy to assist you.

To register for the first time, click to [Create a New Member](#).

[Forgot Your Password?](#)

Enter the pass code that was provided by your Human Resources department and click Add New Member.

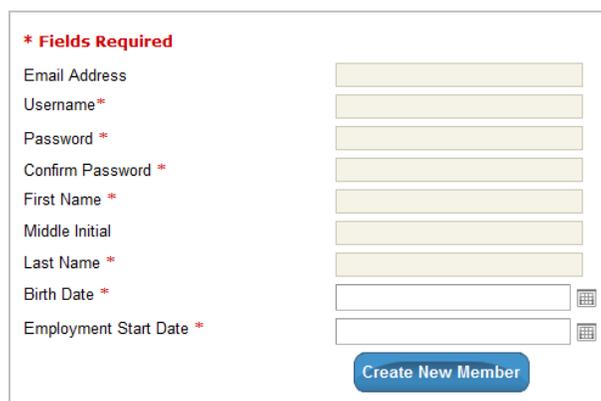


*** Fields Required**

GROUP Pass Code*

Add New Member

Next enter the required demographic information and click Create New Member.



*** Fields Required**

Email Address

Username*

Password*

Confirm Password*

First Name*

Middle Initial

Last Name*

Birth Date*

Employment Start Date*

Create New Member

Complete your demographic information on the View/Edit Profile screen and click save.

Profile > View/Edit Profile

Enter personal information into the form provided below. Required items are marked with an asterisk (*).

Please note:

If you change your address here, you will still need to notify your employer of the change.

Member ID: *	<input type="text" value="web00001369"/>	Address 1: *	<input type="text"/>	Check All that Apply <input type="checkbox"/> Student <input type="checkbox"/> Other Coverage If Other Coverage, specify: <input type="text"/>
First Name: *	<input type="text" value="JOHN"/>	Address 2:	<input type="text"/>	
Middle Initial:	<input type="text"/>	City: *	<input type="text"/>	
Last Name: *	<input type="text" value="DOE"/>	State: *	<input type="text" value="--Select One--"/>	
Relationship:	<input type="text" value="Self"/>	Zip Code: *	<input type="text"/>	
Sex:	<input type="text" value="None Specified"/>	Country:	<input type="text" value="--Select One--"/>	
Birth Date: *	<input type="text" value="1/1/1960"/> <input type="button" value="Calendar"/>	Phone:	<input type="text"/>	
Marital Status:	<input type="text" value="None Specified"/>	Fax:	<input type="text"/>	
		HICN:	<input type="text"/>	
		Email Address:	<input type="text"/>	

Don't send me notifications:

Bank Account Information

Bank Routing #:	<input type="text"/>	Find My Bank
Bank Account #:	<input type="text"/>	
Account Type:	<input type="text" value="Checking"/>	



Note: The username and password that you select in this process will continue to be your MyFlex login unless you choose to change it a later date. The “web” Member ID number you see in your profile screen is only temporary. Once your enrollment has been approved by your employer, you will be assigned a permanent PacificSource Administrators ID number which you will receive in the mail.

After your profile information has been established, select the Home tab and proceed with these instructions to complete your enrollment.

At the top of your home page, you will see a message indicating that open enrollment is now available. Open enrollment will end at 10:00 pm PST on the date shown. Click this link to navigate to the online enrollment page.



Your Account Requires Attention

• [Enrollment is open until 11/30/2012. Click Here to enroll now.](#)

Select the plan(s) that you would like to elect by clicking the “Enroll” link (see sample below).

Member Enrollment	
Enroll	DEPENDENT CARE EXPENSES (1/1/2013 - 12/31/2013) You may make changes until 11/30/2012.
Enroll	HEALTH RELATED EXPENSES (1/1/2013 - 12/31/2013) You may make changes until 11/30/2012.

Next, click the pencil icon to edit the annual or per-pay period election value and enter the amount that you would like to contribute.

Note: Clicking on the calculator icon  will auto-calculate your election amounts. For example, if you enter only a per pay period election amount, clicking the calculator icon will auto-fill your annual amount.

Submit Enrollments

When you have finished, click **Submit Enrollments** to electronically transmit the information to your employer for approval.

Member Enrollment	
 • Your elections have been saved.	
Enroll	DEPENDENT CARE EXPENSES (1/1/2013 - 12/31/2013) You may make changes until 11/30/2012.
Cancel	HEALTH RELATED EXPENSES (1/1/2013 - 12/31/2013) You may make changes until 11/30/2012.
Contribution Schedule	Pay Period Annual
SEMI 5+20 (5TH & 20TH OF EVERY MONTH) 	\$20.83  \$500.00 
Submit Enrollments	

Note: You will continue to see the open enrollment message displayed on your home page until 10:00 pm PST on the last day of open enrollment. During the open enrollment period, you may change the amounts that you wish to elect at any time. Once open enrollment has ended, you will no longer have access to make election changes online.

Questions?

If you have questions regarding the online enrollment process, please contact:

Customer Service: 800-422-7038 / psacustomerservice@pacificsource.com