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.

1. Employee connects to the Self Service Portal via the following link:

   [https://portal.passhe.edu/irj/portal](https://portal.passhe.edu/irj/portal)

2. Sign in at the Self Service Portal screen using your Username and Password. Click *Enter Portal*.

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. From the Enrollment Start screen, click the square to highlight FSA Open Enrollment and then click Continue.
7. From the *Accept Disclaimer* screen, agree to the terms by placing a checkmark in the checkbox for *Yes, I have read and agree to the above information* and then click *Continue*.

8. On the *Plan Selection* screen, click the square to highlight the desired plan for enrollment and then click *Enroll in Plan*.
9. Users will receive a pop-up window asking for the *Annual Goal*, which is the desired total annual contribution amount. Enter the appropriate amount and select *Enroll in Plan*.

![Image of FSA Enrollment screen]

10. If an additional FSA Plan is desired, steps 8 and 9 should be repeated. If selections are complete, then click *Continue with Enrollment*.

![Image of FSA Enrollment screen with completed plans]
11. On the Plan Confirmation screen, review selections and click Submit Enrollment if everything is correct. If the information is not correct, click Return to Plan Selection and correct the errors.

12. 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.

**NOTE:** Please retain the email confirmation as your record of enrollment. If any discrepancy should arise, you will need this document as proof of enrollment.