



Flexible Spending Account (FSA) Instruction Guide

To complete Open Enrollment for your Flexible Spending Account (FSA):

1. Log in to paychexflex.com.
2. Click **Paychex Benefits Account**.
3. Click **Enroll Now**.
4. Click **Begin Your Enrollment Now**.
5. Verify the accuracy of your participant information.
Note: If you plan to contribute to a Dependent Care plan, select **Yes** next to "Do you have any dependents?"
6. Click **Continue**.
7. If adding a dependent, provide the required information about your dependent on Step 2, Dependents.
8. Click **Update** once the required information is complete.
9. Read and acknowledge that you understand the rules of the plans in which you are enrolling.
This step is required before you can proceed to making your election.
10. Click **Continue**.
11. Enter the annual dollar amount you would like to contribute (prior to taxes being calculated) for the plan year for your budgeted medical expenses (FSA) and/or your dependent care expenses.
12. Click **Calculate** to see your estimated annual tax savings.
13. Click **Continue**.
14. Select your preferred reimbursement method. Your options are:
 - Debit Card
 - Direct Deposit
15. Enter your bank account information, if required.
16. Click **Continue**.
17. Review your enrollment for accuracy.
18. Click **Submit**.