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.