



Your Online Enrollment

Tulsa Public Schools FSA Enrollment

With AFenroll®, you can learn about the Flexible Spending Accounts (FSA) and enroll in coverage when it's convenient for you, whether at work or at home. You will be able to enroll in your FSA for the upcoming year from **November 7-November 30**.

To get started on your enrollment, follow the instructions below.

How to Login

1. To access the online enrollment site, go to **www.afenroll.com/enroll**.
2. At the login screen, you will enter the site using the following information:
 - Type in your SSN.
 - Your PIN is the last four digits of your SSN and last two of your birth year. (For example, for SSN# 123-45-6789 and birth year 1974, you would type in 678974).
3. Click the 'Log On' button.

Changing Your PIN

You will be asked to change your PIN and complete the security questions, after your initial login to the system. Enter a new PIN and confirm it on the next line. You may choose any combination of letters and numbers. Entering your PIN is the equivalent of your digital signature.

Before you can complete your PIN change, you must select a security question, answer it, and provide your email address. This will allow you to reset your PIN if you forget it. Click the '**Save New PIN**' button.

Helpful Tips

- **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections. When you return, you can scroll your mouse over the menus at the top of the screen to easily navigate throughout the site.
- **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.
- **Changes:** You may re-enter the enrollment site to make changes at any time during your enrollment period.
- **PIN:** Your PIN is your electronic signature. You will use your PIN to confirm applications and your enrollment confirmation.
- **Required:** Social Security Number and Date of Birth are required for all employees and their dependents.
- **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.

To view a step-by-step video on how to enroll using AFenroll®, our online enrollment system, please visit americanfidelity.com/howtoenroll.

Preparation Is Key

You have a busy schedule, and we know your time is important. That's why we offer several ways to educate you on our FSA so you may decide how well it serves the needs of you and your family.

- Watch for group meetings. Your employer may offer group meetings to update you on changes.
- Reach out to your American Fidelity account manager, Wayne Ryan, for any questions you may have.

Important Items to Consider

- Review your beneficiaries.
- Review all available options of portable insurance plans that you may keep, even if your employment changes.
- Figure an estimate of any out-of-pocket medical expenses. Remember that over-the-counter drugs and medicines require a prescription to be reimbursed. A worksheet can be found online at our website to help you calculate these costs.

What You Need

- Driver's license
- Bank account information
- Spouse and children's date of birth and social security number
- Beneficiary information (and, if a trust, the full name and date of trust)

If you have questions or need help at any time during the online enrollment process, contact your American Fidelity Assurance Company account manager.

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