



# Flexible Spending Enrollment Instructions

## Step 1: Register your WEX online account

1. Visit the [WEX Login Page](#)
2. Click Get Started in the New User section
3. Complete the ID fields and click Next
4. Set up your security questions and click Next
5. Change your username and Password and click Submit

## Step 2: Enroll in applicable Benefits

1. Under the I Want To section, click Enroll Now
2. Click Begin Your Enrollment Now
3. Review your personal Information, make any needed updates, and then click Next
4. For each eligible dependent, complete the required fields and then click "Add to List." After all dependents have been added or if you choose not to add any dependents, click "Next."
  - a. If you have questions regarding dependent eligibility, contact your employer.
5. Check the box for each plan indicating you have read and understood the plan rules, and then click "Next."
6. Type your annual election for each plan in which you want to enroll and click "Next."
  - a. Click "Calculate" if you want to see the estimated tax savings.
7. Select a reimbursement method and then click "Next."

Scenario	Resolution
You select the benefits debit card as your preferred reimbursement method.	You can still receive reimbursement for out of pocket expenses via check or direct deposit for services you paid for out of pocket.
The benefits debit card is not offered for your plan.	Select either direct deposit or check as your preferred reimbursement method for out of pocket expenses.
You select direct deposit as your preferred reimbursement method.	<ol style="list-style-type: none"><li>1) Type your bank's routing number and click "Find Your Bank."</li><li>2) Complete the required fields and then click "Next."</li><li>3) Click "Update Bank Account."</li></ol> <p><u>Note:</u> You will be prompted with a message indicating further action is needed to activate your bank account so you can receive reimbursements there for out of pocket expenses.</p>

8. Review your enrollment information, make any necessary updates and then click "Submit."
9. Print the Enrollment Confirmation page for your records. This page verifies that your enrollment is complete.

Please note, any ongoing updates or requests for enrollments will need to be made with the SAU 70 Human Resources office going forward. WEX's online enrollment platform is available during the scheduled open enrollment period only.