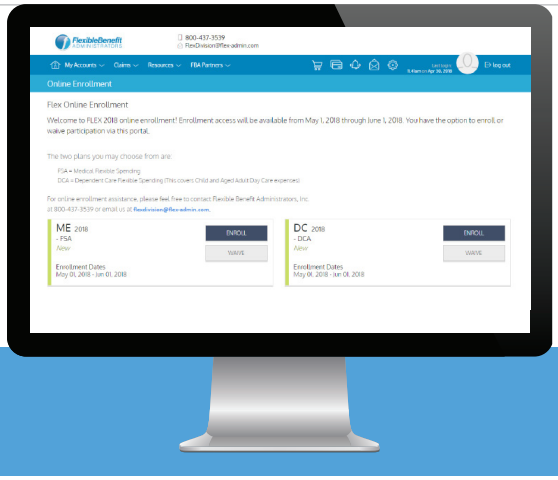
FlexibleBenefit ADMINISTRATORS

How to Enroll Online with Flexible Benefit Administrators, Inc.'s Enrollment Portal

By enrolling online for your FSA plans you are signing up for savings!

Online Enrollment will be available May 4th through May 22nd don't miss out!

Please note: The online enrollment portal is not designed to be accessed with the Safari web browser. For those wanting to access the portal via iOS devices, FBA suggests downloading the free Google Chrome app from the App Store.



Follow the simple steps below to enroll online.

- Log-in to your online account at **https://fba.wealthcareportal.com/**.

  If you have not already created an online account you will need to do so before you can utilize the online enrollment system. If you currently have an online account, your log-in information will remain the same for online enrollment (log in and go directly to step 2).

  Your **Employer ID:** FBAWCMD Your **Employee ID**: Your Assigned Employee ID

- Click on the banner at the top of your **Personal Dashboard** that says **"Do you want to enroll now?"**

- You will see the Enroll Online page with available plans.

- Make your selection for Enroll or Waive beside each available plan.

  Select **Enroll** and you will be prompted through the next steps to make your plan year elections.

  Select **Waive** to mark that you do not wish to participate in the plan for the new plan year.

- Review your election for accuracy before clicking on **Submit**.

- Once submitted, you will be able to make changes to your election through May 22nd.

- To update/verify your preferred method of reimbursement please download the **Direct Deposit Form** which can be found by clicking on "Forms and Documents" under the "Resources" tab of the navigation menu. This should be sent via email (**flexdivision@flex-admin.com**), scan or fax (757-431-1155) for processing.

Enroll Today!

If you are having difficulty navigating the online enrollment portal or you have forgotten your password to an existing account, please contact us at 800-437-3539 or flexdivision@flex-admin.com.