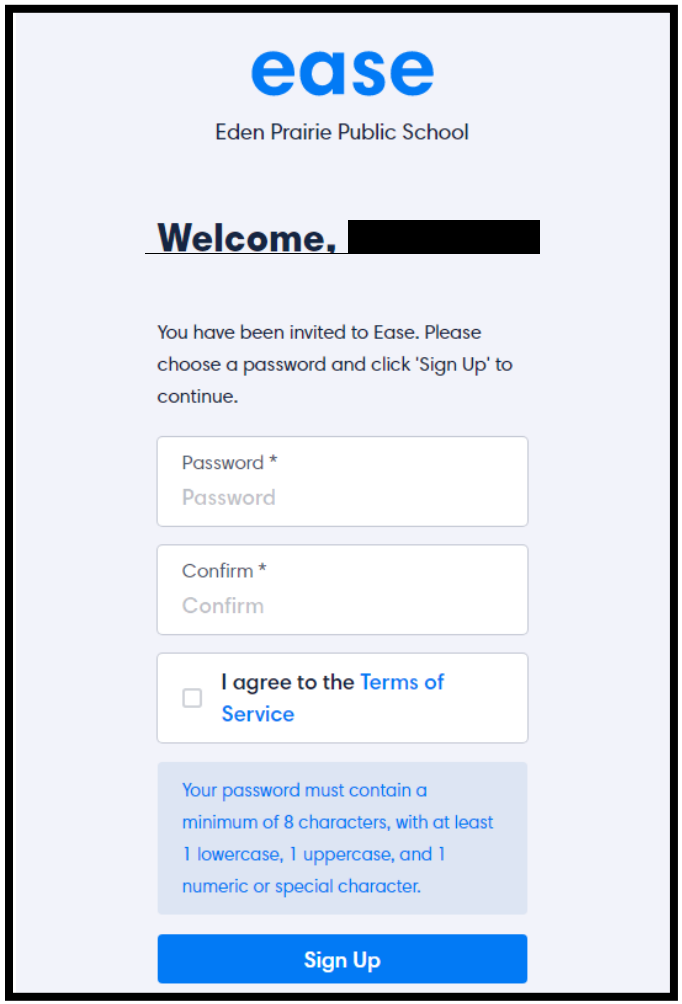
FLEX ONLINE ENROLLMENT INSTRUCTIONS

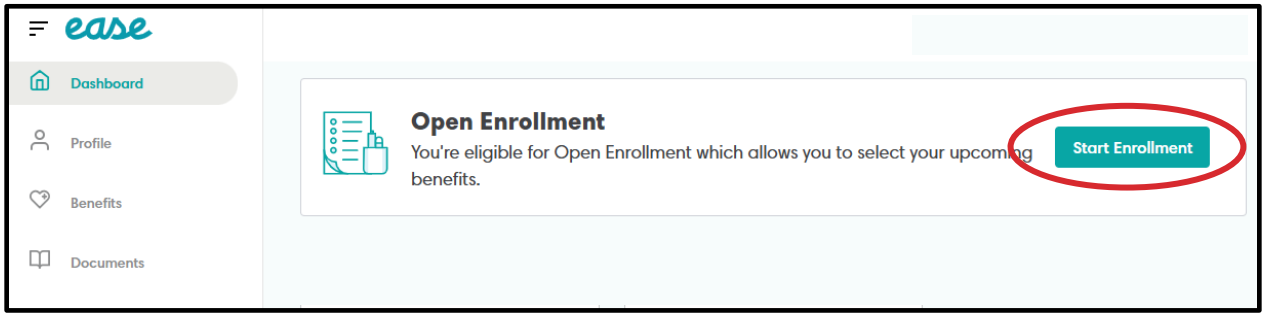
Open your email from Benefits@edenpr.org titled “Flex Open Enrollment 2027 – Welcome to Ease” and click on “Sign Up”. If you have never logged in before, you will be taken to the following screen:



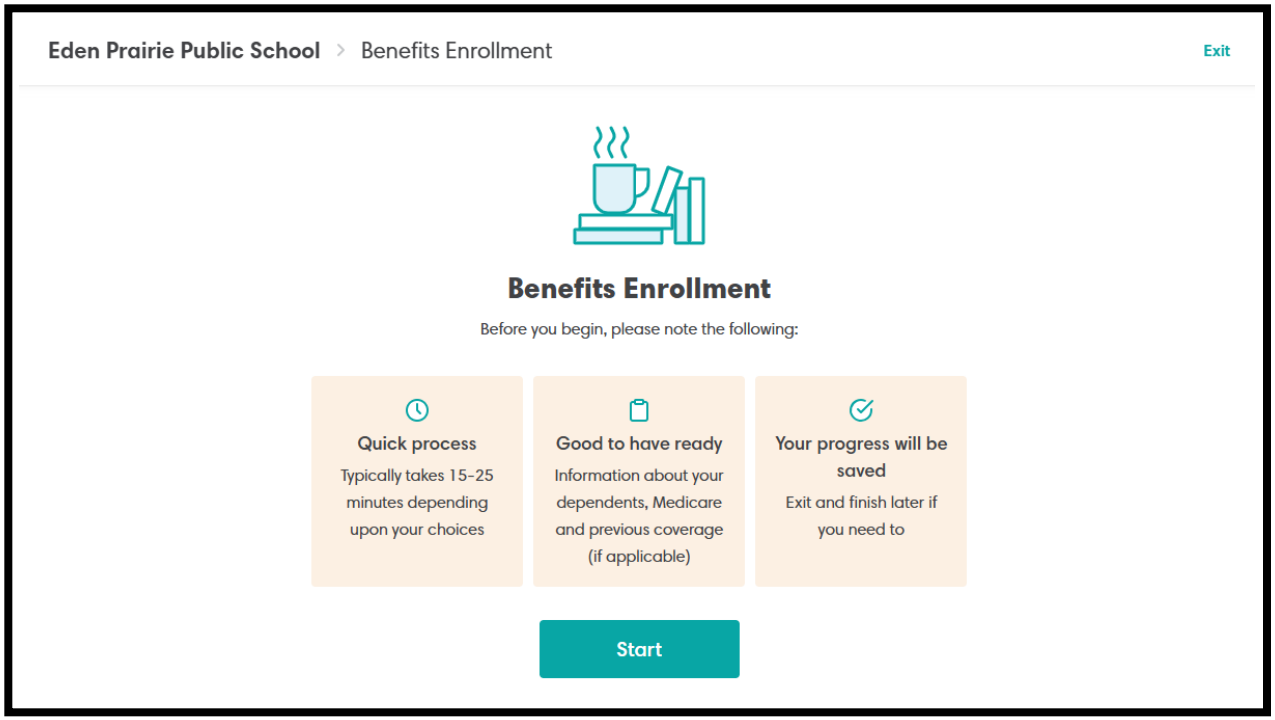
Enter a password of your choice using the requirements listed, confirm it by entering it a second time, agree to the terms of service, and click “Sign Up”. Going forward, your Username will be your long district email address (example: jane_doe@edenpr.k12.mn.us). You may also be asked to choose a security question.

If you enrolled in a Flexible Spending Account (FSA) in past years, you will instead be taken to a login page where you should enter your long district email address as your Username and the password you previously created. If you do not remember your password, click on “Forgot?” to reset your password.

You will be taken to your personalized dashboard. Click on “Start Enrollment”.



Please note: During the enrollment process, you will be prompted to confirm your personal information. However, if you choose to click on “Profile” on the left hand side of the screen instead, you will be taken to a page to also confirm/edit your profile information but then asked to enter dependent information. **DO NOT ENTER DEPENDENT INFORMATION ON THIS WEBSITE.** The EASE database is strictly being used to capture your election amounts and is not being used to house dependent information so it will be a wasted effort to enter your dependents. This is unfortunately a screen that cannot be skipped in the EASE database. To alleviate confusion, simply click on “Start Enrollment” and follow the prompts.

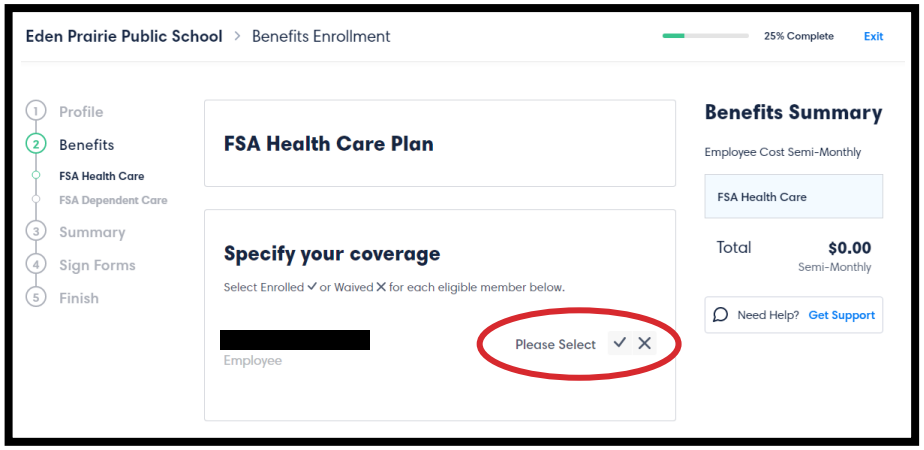


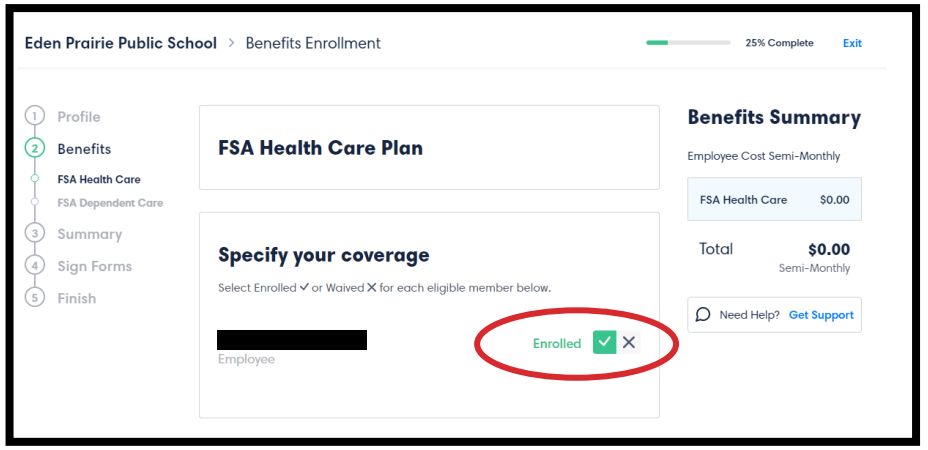
There is no need to have your dependent information ready. Click “Start”.

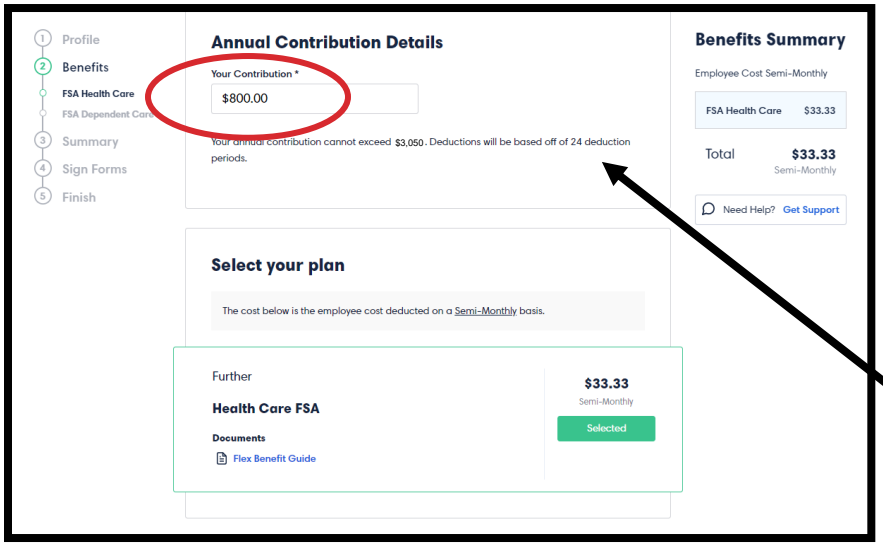
1) Profile: Confirm your Personal Information. You will be prompted to enter your marital status and phone numbers since the screen identifies them as required fields. *Please do not change your name or other demographic information. Note: If your address is incorrect in EASE, please contact Human Resources. Changes you make in the EASE database will not be communicated to Skyward.*

2) Benefits:

- FSA Health Care:
  - Choose the check mark (✓) or (X) to indicate your election or decline of the Medical Flex Account.
  - Type in the dollar amount for your ANNUAL enrollment



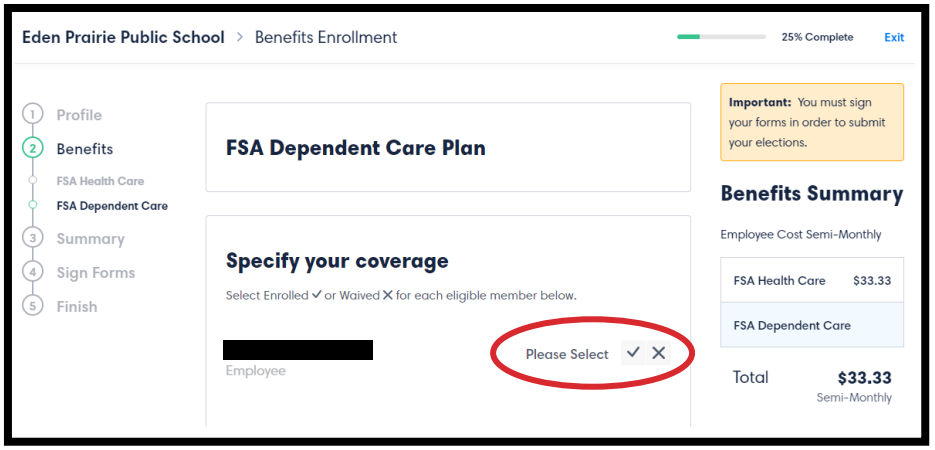


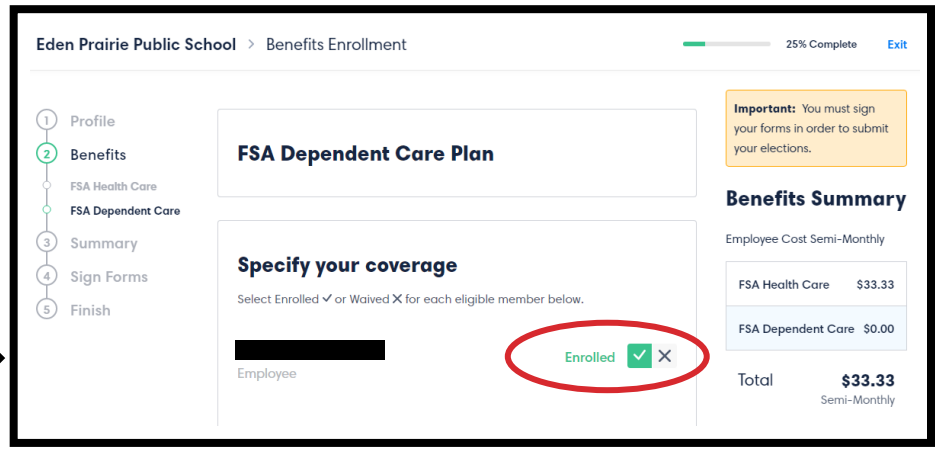


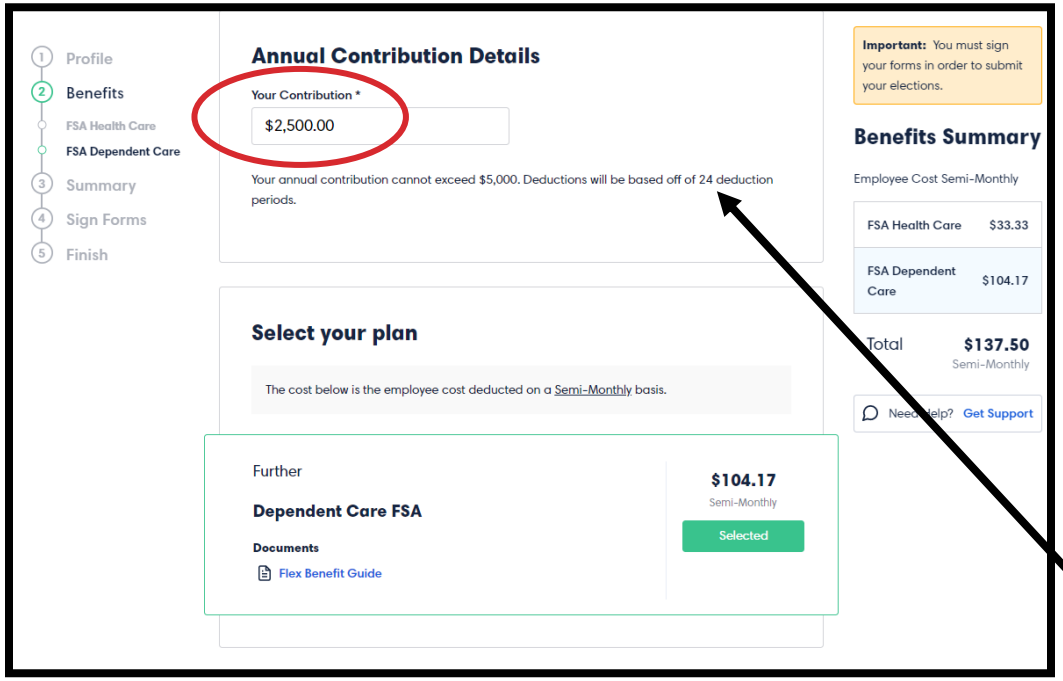
Note: Depending on your pay schedule, your paycheck deductions will be calculated over 24, 20, or 18 paychecks.

Be sure to click on “Flex Benefit Guide 2027” to ensure you understand the rules of enrollment. Click “Continue” when you are ready to move on.

- FSA Dependent Care:
  - Choose the check mark (✓) or (X) to indicate your election or decline of the Dependent Care (Daycare) Flex Account.
  - Type in the dollar amount for your ANNUAL enrollment



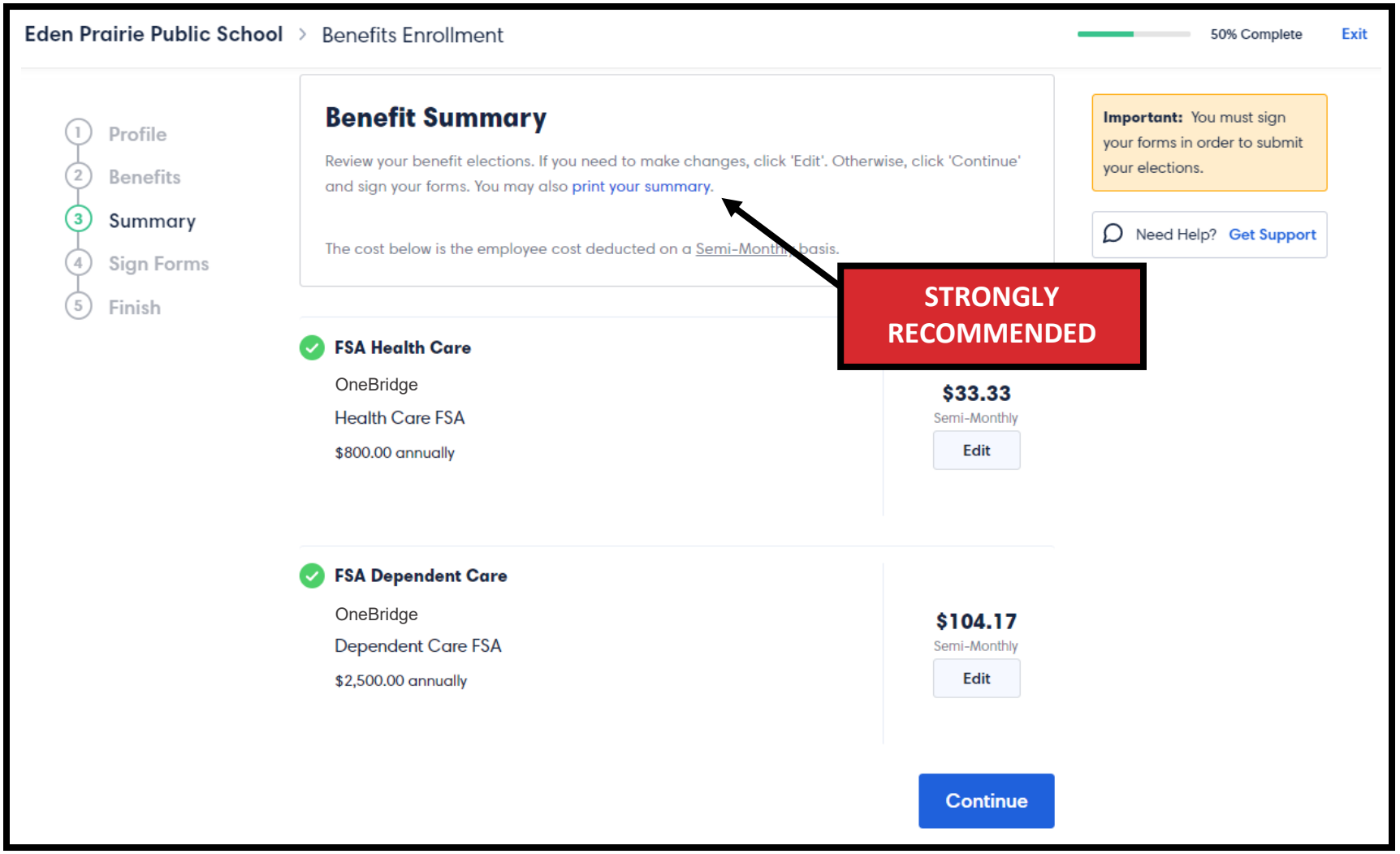




Note: Depending on your pay schedule, your paycheck deductions will be calculated over 24, 20, or 18 paychecks.

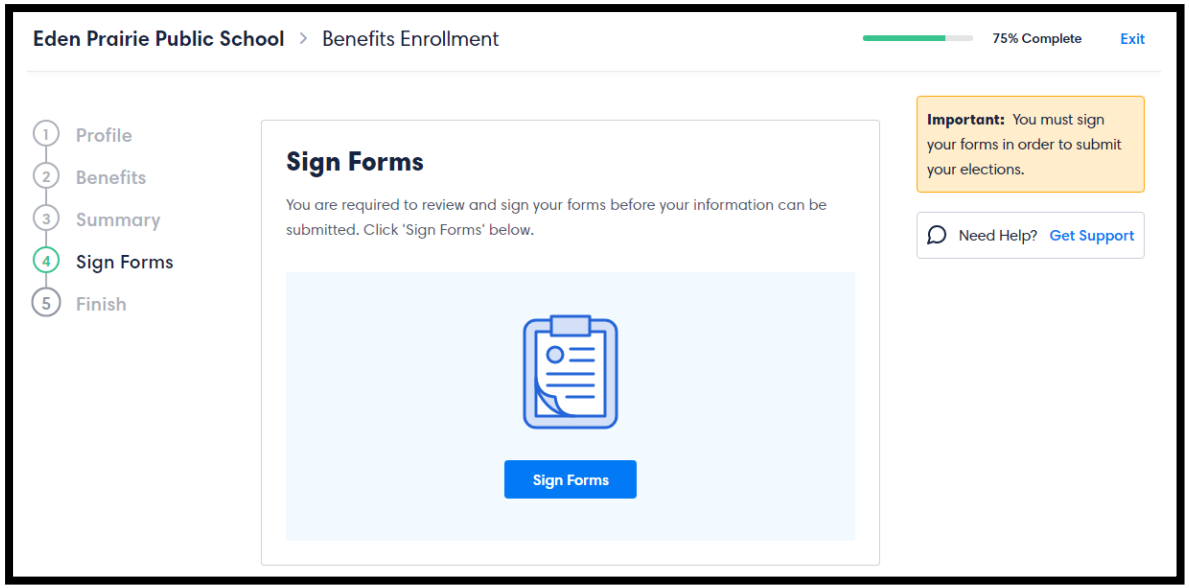
Be sure to click on “Flex Benefit Guide 2027” to ensure you understand the rules of enrollment. Click “Continue” when you are ready to move on.

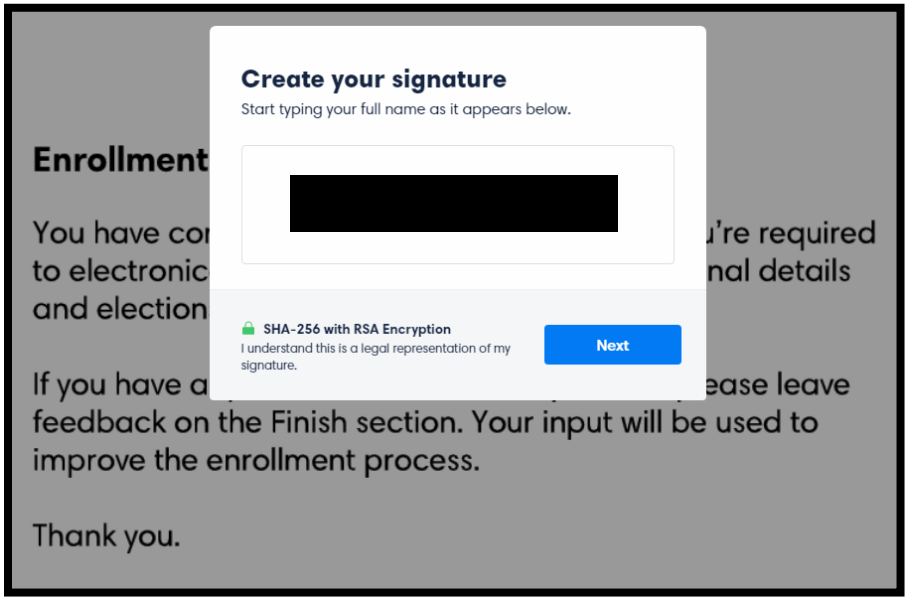
3) Summary: ***It is strongly recommended that you print your summary***. However, this is not a confirmation of your final election and you are not done yet. You must still continue all the way through to "Finish" to properly submit your election. Click on "Continue" when you are ready to move on.

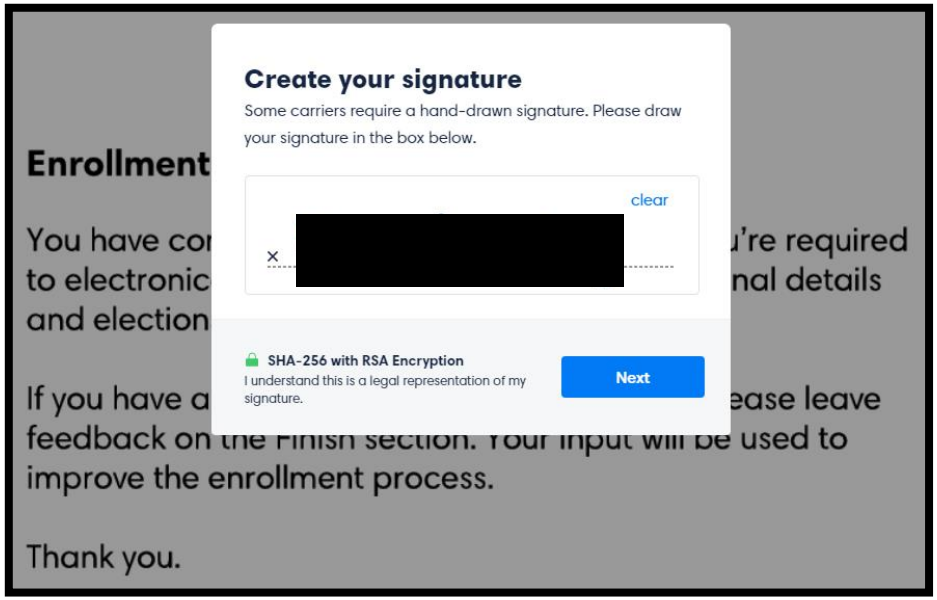


4) Sign Forms: The system will require a couple electronic signatures from you. Click on “Sign Forms”.

- Type your name for the first signature, click “Next”.
- Sign with your curser or finger for the second signature, click “Next”.

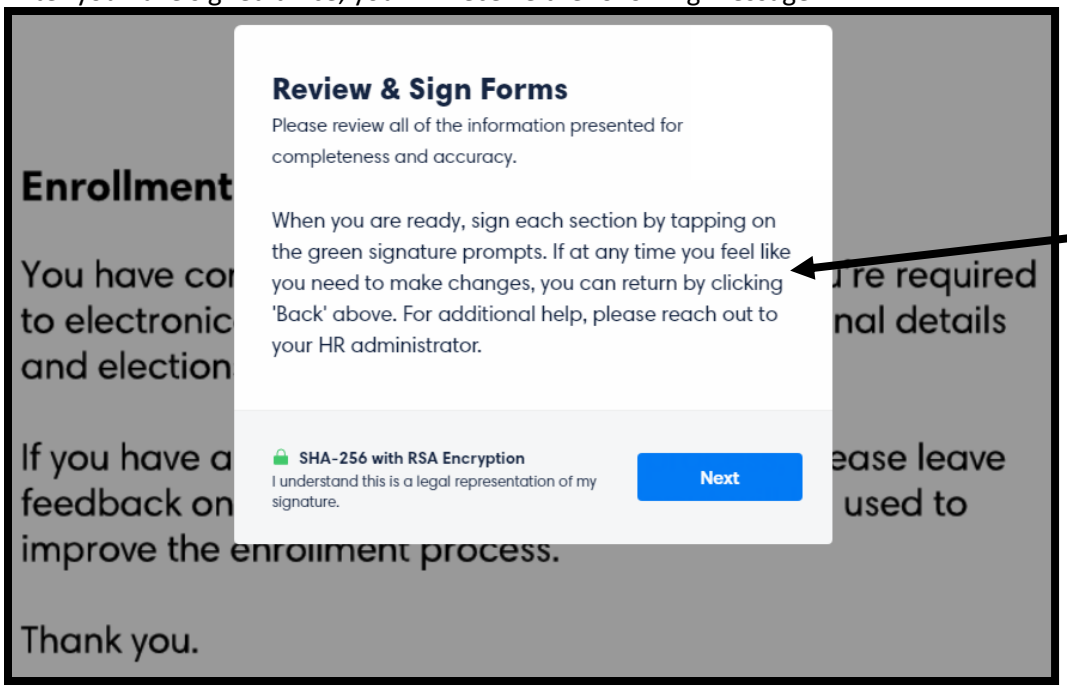






Note: As you enter your signatures, if you need to go back a page, use your BROWSER’S back arrow. (The < Back link does not work on these screens.)

After you have signed twice, you will receive the following message:

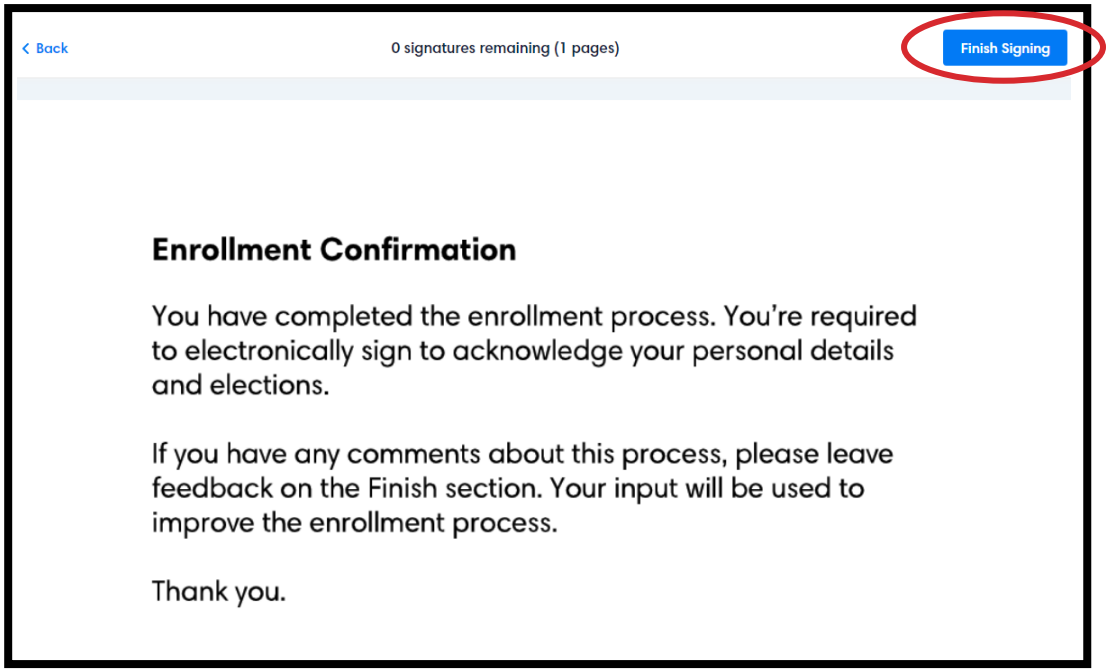


This page is deceiving!

You have already signed and will not actually have to sign a third time or tap on green prompts.

Click "Next" to move on.

Click on "Finish Signing" to submit your elections.



IMPORTANT

5) Finish: Make sure you get all the way to the Finish screen showing that you are 100% complete and your enrollment elections have been submitted. You are welcome to submit feedback if you wish, then click “Finish” in the top right corner to return to your dashboard.

Important: An email will be sent to your district email address, but it will only state that your enrollment has been completed. To print a copy of your actual elected accounts and amounts, you will need to go back to the Summary page and print that for your records.

