



Employer Online Enrollment

This presentation will walk you through the simple steps of the Employer Online Enrollment Process for your company's Flex Spending Account (FSA).

— You may up-date your employee's elections at anytime during your open enrollment period.

Login to the Employer Portal



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BeneFLEX HR, a large Midwest third-party administrator (TPA), offers a variety of services that can be structured to fit each client's individual needs.

EMPLOYEE

EMPLOYER

- Employer Log-in

- COBRA Log-in

- Employer Demo Video

- Online Add, Term & Change
Submission

- Claims History Prior to
8.10.2013

- Request a Proposal

- Printable Forms

- Employer Enrollment Tools

- San Francisco HCSO HRA Tools

- Section 125

- COBRA Administration

- Plan Set-Up/Administration

- ▶ Go to www.beneflexhr.com
- ▶ Click on “Employer”
- ▶ Then, “Employer Log-in”

Login to the Employer Portal

Welcome

Login to your account

Username:

Password:

Login

Can't login?

[I forgot my password](#)



Questions?

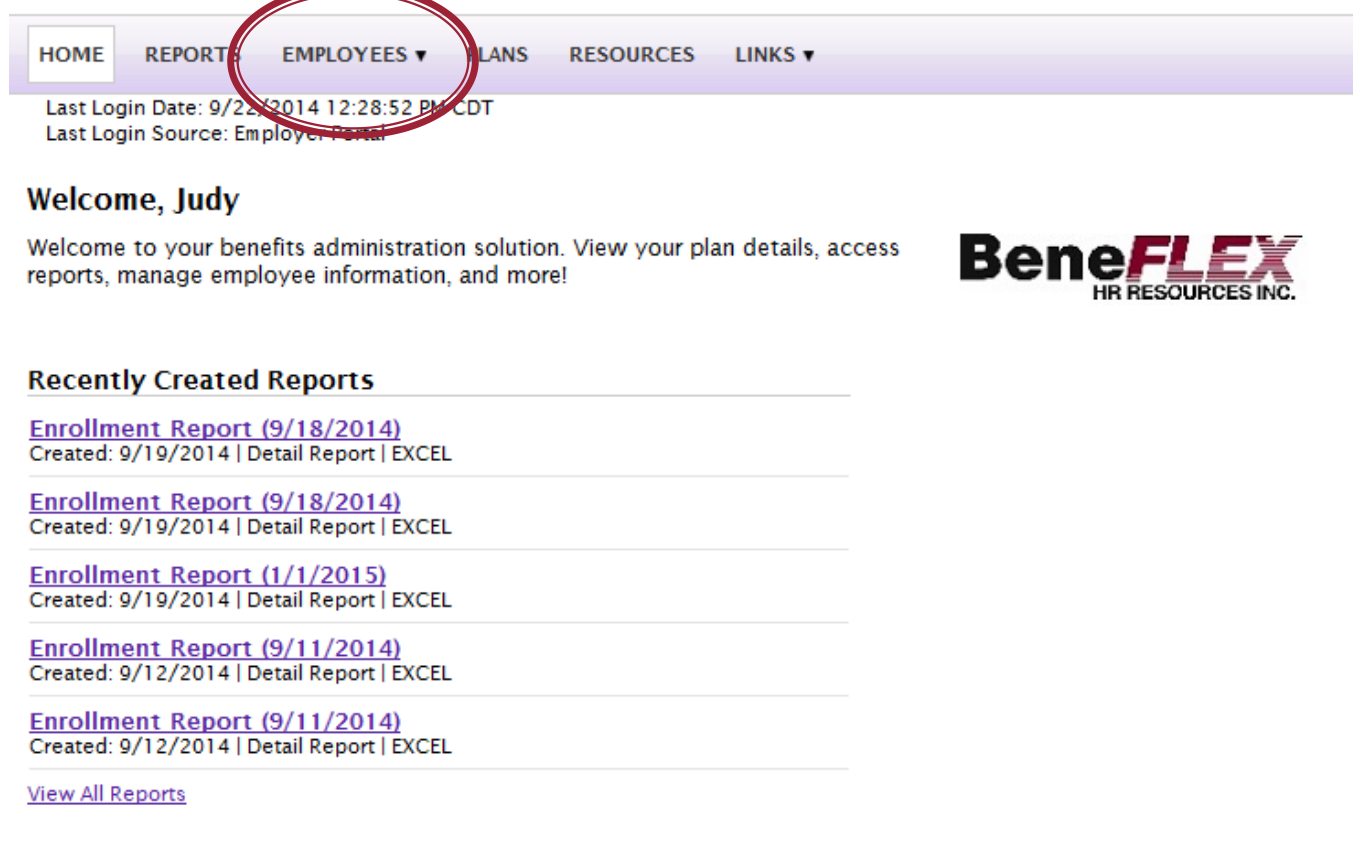
Contact Customer Service at (314) 909-6979, toll free (800) 631-3539 or info@beneflexhr.com.

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Select an Employee to Update

Once logged into the Employer Portal, you can begin the Online Enrollment Process by clicking on “Employees”.



HOME REPORTS **EMPLOYEES** PLANS RESOURCES LINKS

Last Login Date: 9/22/2014 12:28:52 PM CDT
Last Login Source: Employer Portal

Welcome, Judy

Welcome to your benefits administration solution. View your plan details, access reports, manage employee information, and more!

BeneFLEX
HR RESOURCES INC.

Recently Created Reports

- [Enrollment Report \(9/18/2014\)](#)
Created: 9/19/2014 | Detail Report | EXCEL
- [Enrollment Report \(9/18/2014\)](#)
Created: 9/19/2014 | Detail Report | EXCEL
- [Enrollment Report \(1/1/2015\)](#)
Created: 9/19/2014 | Detail Report | EXCEL
- [Enrollment Report \(9/11/2014\)](#)
Created: 9/12/2014 | Detail Report | EXCEL
- [Enrollment Report \(9/11/2014\)](#)
Created: 9/12/2014 | Detail Report | EXCEL

[View All Reports](#)

Select an Employee Continued...

Next, you will select “View All Employees” and select the employee you would like to enroll or update for the 2015 plan year.

Judy Coleman ▾ | [Logout](#)

HOME REPORTS **EMPLOYEES ▾** PLANS RESOURCES LINKS ▾

Last Login Date: 9/12/2014
Last Login Source: Employee Self Service

[View All Employees](#) [Add Employee](#)

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status: [?](#)

[Add Employee](#)

Employees

Last Name	Employee Status
Beatty	Active (5/15/2013)
Bielicki	Active (4/1/2014)
Brad	Active (1/1/2012)
Brown	Active (1/1/2013)
Brown	Active (12/4/2013)

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status: [?](#)

Active ▾

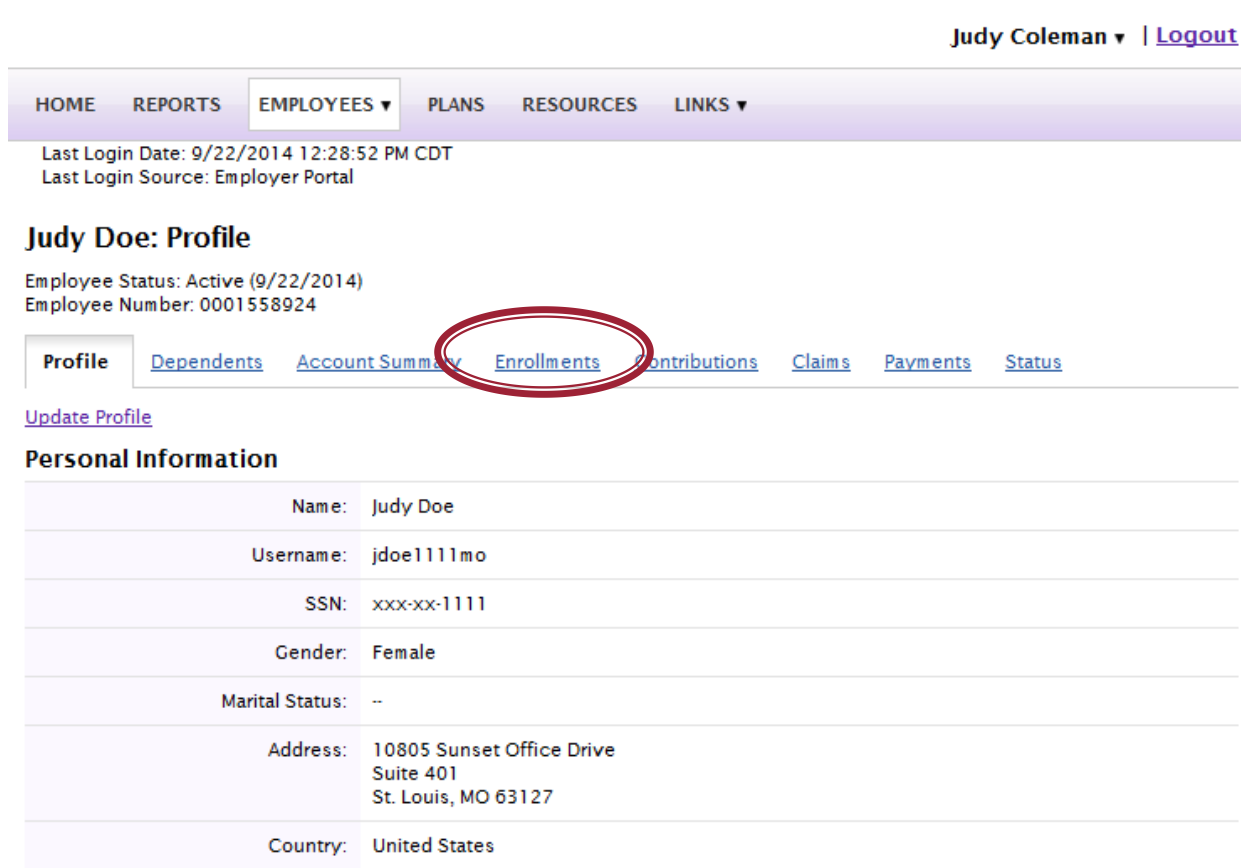
Recently Viewed Employees

- [Beatty, Mallory \(0000589550\)](#)
- [Coleman, Judith \(0000515289\)](#)
- [Johnson, Leslie \(0000583274\)](#)
- [Bielicki, Lisa \(0000515291\)](#)
- [Doe, Jane \(0000876252\)](#)

Last Name	First Name	Employee Number	Employee Status
Lisa		0000515291	Active (5/15/2013)
Molly		0000515283	Active (1/1/2012)
Joe		0001321533	Active (1/1/2013)
Larry		0001125068	Active (12/4/2013)

Select the 2014 Benefit Enrollments

After the employee is selected, you will be directed to the employee's profile page. On the profile page you will select "Enrollments"



The screenshot shows a web application interface for an employee profile. At the top right, the user is identified as "Judy Coleman" with a "Logout" link. A navigation bar contains "HOME", "REPORTS", "EMPLOYEES", "PLANS", "RESOURCES", and "LINKS". Below this, login information is displayed: "Last Login Date: 9/22/2014 12:28:52 PM CDT" and "Last Login Source: Employer Portal". The main heading is "Judy Doe: Profile", followed by "Employee Status: Active (9/22/2014)" and "Employee Number: 0001558924". A horizontal menu includes "Profile", "Dependents", "Account Summary", "Enrollments", "Contributions", "Claims", "Payments", and "Status". The "Enrollments" tab is circled in red. Below the menu is an "Update Profile" link. The "Personal Information" section is a table with the following data:

Name:	Judy Doe
Username:	jd0e1111mo
SSN:	xxx-xx-1111
Gender:	Female
Marital Status:	--
Address:	10805 Sunset Office Drive Suite 401 St. Louis, MO 63127
Country:	United States

Next, click on “Add Enrollment”

Judy Coleman ▾ | [Logout](#)

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Last Login Date: 9/22/2014 12:28:52 PM CDT
Last Login Source: Employer Portal

Judy Doe: Enrollments

Employee Status: Active (9/22/2014)
Employee Number: 0001558924

[Profile](#) [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#) [Claims](#) [Payments](#) [Status](#)

[Add Enrollment](#)

Active Accounts

No records were found.

Previous Accounts

No records were found.

Enroll Now

Next, you will be prompted to choose the individual employee's elections for the 2015 benefit year by clicking on "Enroll".

Judy Coleman ▾ | [Logout](#)

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Last Login Date: 9/22/2014 12:28:52 PM CDT
Last Login Source: Employer Portal

Judy Doe: Add Enrollment

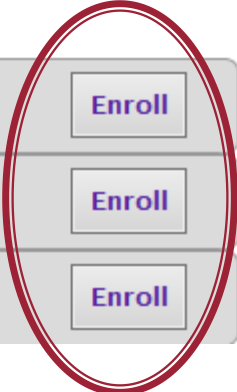
Status: Active (9/22/2014)
Division: Unassigned

2015 FSA


* Payment Method: ▾

* Alternative Method: ▾

Limited Medical FSA	<input type="button" value="Enroll"/>
Medical FSA	<input type="button" value="Enroll"/>
Dependent Care FSA	<input type="button" value="Enroll"/>



Enter Election Amount & Effective Date

Medical FSA 

Medical FSA

[Remove Enrollment](#)

* Effective Date:

1/1/2015



* Election:

\$1,500.00



Payroll Frequency: 15th & EOM Payroll

Per Payroll Amount: \$65.22

Employer Contribution:

\$0.00



Frequency: Plan Year Start

Select “Add Enrollment(s)”

After all the employees elections have been made, scroll to the bottom of the page and select “Add Enrollment(s)”


Medical FSA	<input type="button" value="Enroll"/>
Limited Medical FSA	<input type="button" value="Enroll"/>
Dependent Care FSA	<input type="button" value="Enroll"/>
HCSO 2013 QTR 2	<input type="button" value="Enroll"/>

Q4 2012

* Payment Method:

HCSO Q4 2012 - Medical	<input type="button" value="Enroll"/>
------------------------	---------------------------------------

* Required Field [Cancel](#)

 **Questions?**
Contact Customer Service at (314) 909-6979, toll free (800) 631-3539 or info@beneflexhr.com.

Enrollment Complete!

Once your employee has been successfully added or updated, continue this same process for the remainder of your staff.


Judy Coleman ▾ | [Logout](#)

HOME REPORTS EMPLOYEES ▾ PLANS RESOURCES LINKS ▾

Last Login Date: 9/22/2014 12:28:52 PM CDT

Last Login Source: Employer Portal

Judy Doe: Add Enrollment

 You've successfully enrolled the employee in the following plans:
• 2015 FSA-Medical FSA

Status: Active (9/22/2014)

Division: Unassigned

2015 FSA

* Payment Method: ▾

* Alternative Method: ▾



Questions?

Contact BeneFLEX HR Resources, Inc.

info@beneflexhr.com

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