



Open Enrollment Period: You may enroll in these benefits online during your open enrollment period. Please refer to your pin letter to review your open enrollment period.

It is important to know that once you start the enrollment process online you will need to complete each step. If you need to stop mid-way through the enrollment process you will be required to start from the beginning.

STEP 1 – Log In

- Locate the "AccountLog In" option
- Click on the "FSA, HRA, Transportation Log In" button on the next screen
- Choose "Click Here" and have your username and password ready

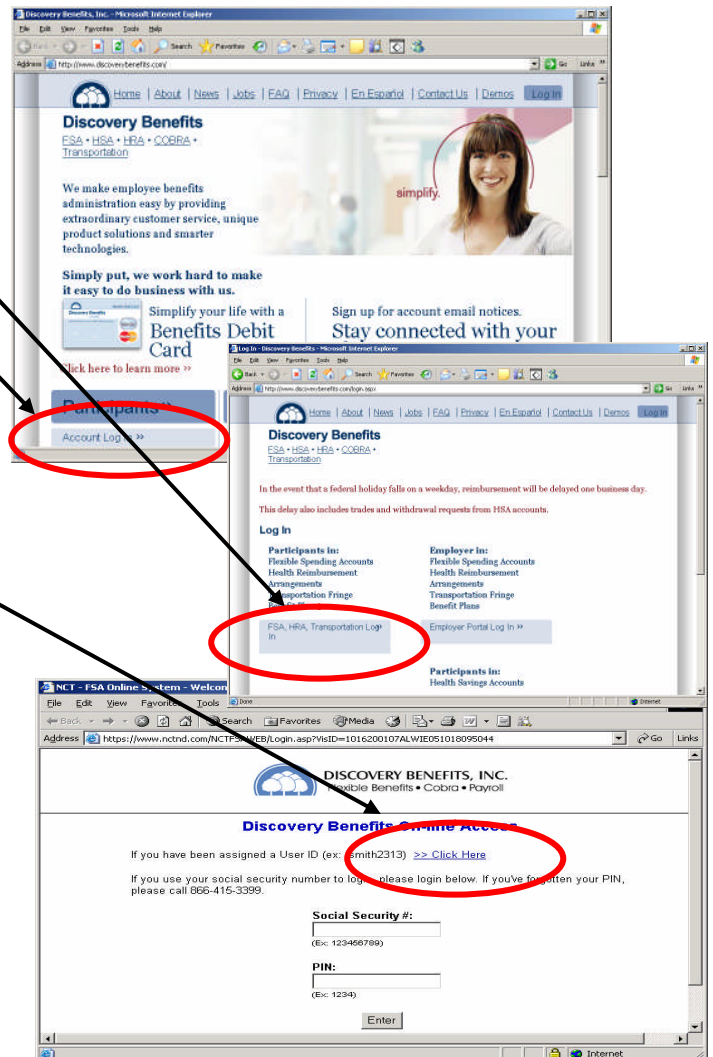
STEP 2 – Enter your log in information

Review the provided username and password information or call Participant Services for more information – 1-866-451-3399, option 1.

STEP 3 – Change your password

You will be prompted immediately to create a new, unique password before entering the site (6 to 10 characters with at least one number)

(Please be sure to record/memorize your password as Discovery Benefits does not record your password. Your account login information is yours alone and should be kept in a secure location. If you learn that any unauthorized person has accessed your online account information, please call us promptly.)



STEP 4 – Starting online enrollment

Click **Enroll** on the enrollment site to see a list of the plans offered by your employer.





Discovery Benefits

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STEP 5 - Click Begin Your Enrollment Now.

You will be guided step-by-step through the enrollment process, so just follow along, enter the required information and click on "Continue" after each screen.

STEP 6 - Verify/update your Personal Information

STEP 7 - Add Dependents to the system.

- Enter your dependent's information, and click **Add to List** to add this dependent. Repeat this step for each eligible dependent you would like to add.

STEP 8 - Review Plan Rules.

- Your employer has listed important plan rules you should be aware of before you enroll. Read these rules carefully.
- Check **I have read and understand the Rules** for each plan. You are not formally enrolling in the plan by checking that you understand the plan rules.

STEP 9 - Make Plan Elections.

- Enter your annual election for each plan in which you want to enroll within the "Max Employee Election" as indicated to the right of the box.
- Would you like an estimate of your tax savings based on your elections? Simply click the **Calculate** button.

STEP 10 - Select the payment method for reimbursement.

- If you select Direct Deposit, you can enter your account information online.

STEP 11 - Complete your enrollment.

Make sure to click **Submit** to complete your enrollment!

STEP 12 - Print the Confirmation Page

The Confirmation page verifies that your enrollment is complete!

- If you provided an email address, you will receive a confirmation email that contains information on how to file a claim, and additional information. If you did *not* provide an email address, click **Next Steps** to print the next steps document.
- **Enrollment Changes/Update?** If there are any errors in your enrollment or you wish to make changes **during the enrollment period**, you may do so by returning to the **Home** page from here, or logging in again later (with your new password).