



## Instructions To Complete 2008 FSA-MERA/DCRA Online Enrollment for Existing Participants

**Must be completed by December 7, 2007**

*\*If you are paid on an academic year basis, please contact the Benefits Office for instructions*

1. Log on to [www.myebsaccount.com](http://www.myebsaccount.com)
2. Enter User Name – 99\_\_\_\_\_ (Employee ID from pay stub)
3. Enter Password – Last 4 digits of your Employee ID
4. Click on LOGIN button
5. On the Home Screen, click on MY ACCOUNT located on the toolbar
6. Under OPEN ENROLLMENT on the MY ACCOUNT screen, click on the ENROLL button found under the ACTION section for the FSA plan you are electing
7. Under ELECTION DETAILS, key in the ELECTION AMOUNT you want for the plan year 2007. THIS ELECTION MUST BE AN ANNUAL AMOUNT (maximum is \$5,000).
8. Select the appropriate payroll schedule **042104847\_S** from the drop down box under PAYROLL CALENDAR.
9. Click on the SAVE button to save this election
10. Verify your election amount and click on the **CONFIRM AND SUBMIT BUTTON – YOU MUST FOLLOW THIS STEP AFTER EACH ELECTION IS MADE OR THE ENROLLMENT WILL NOT BE COMPLETED**
11. You will receive a message in red stating that your election has been received and a confirmation will be sent to your email address if it is on file (work email address only). If you do not have e-mail print this confirmation page for your records.
12. To continue to enroll in another account, click on the CONTINUE ENROLLING button. This will take you back to the OPEN ENROLLMENT Screen
13. Click on the ENROLL button in the ACTION section of another account
14. Follow steps 7 through 10 to complete – **DO NOT FORGET TO CONFIRM AND SUBMIT THIS ELECTION – YOU MUST FOLLOW THIS STEP AFTER EACH ELECTION IS MADE OR THE ENROLLMENT WILL NOT BE COMPELTED**
15. Click on LOGOUT – located on the far right side of the toolbar

**NOTE: Elections may be viewed or edited on-line during the Open Enrollment period. To verify your on-line election(s), you will need to have a printed copy of the confirmation page or the electronic e-mail.**