

# FSA Open Enrollment Instructions



SmartBen is our on-line enrollment tool that will be used to make your 2016 Flexible Spending Account (FSA) election. The site is accessible via the Internet at [www.smartben.com](http://www.smartben.com) and can be accessed 24 hours a day, seven days a week. The following tips will help you prepare for and complete the online enrollment process.

If you want to enroll in FSA for 2016, you must enroll via SmartBen. You need to use SmartBen to:

- Participate in the Health Care FSA and/or Dependent Care FSA (Note: Even if you are currently contribution to the Healthcare FSA or Dependent Care FSA, you are required to re-enroll every year. If you do not enroll, your participation in the FSA plan will cease.)

## Before You Enroll

Take time to review the information in the Plans & Policies section. It will help you understand your benefit choices. Discuss it with your family, too! Click on the Plans & Policies icon and select a plan to review the plan details.

## Steps to Complete Your Enrollment

**Step 1:** Log on to [www.smartben.com](http://www.smartben.com) and enter your **Username** (wvm + datatel number) and **Password** (eight-digit date of birth, MMDDYYYY format if you have not logged in before. If you have previously logged in, your password will be the one you chose. If you cannot recall your password, click the "Forgot Password" button).

**Username** Example: wvm0101010 for datatel number 0101010

**Password** Example: 06101964 for date of birth June 10, 1964. If you have previously logged in, your password will be the one you created.

**Step 2:** From the home page, click the **Enrollment** icon. **TIP:** Wait for all icons to appear before you click on Enrollment.

**Step 3:** Click **Begin Enrollment**. You will now be able to review and elect your benefit options.

**Step 4:** You will enter the enrollment process at the **Benefit Manager** page. To make changes to a benefit, click on a benefit name. To make an election, click on the option you want. Click the **Confirm Election** button at the bottom of the page when you are finished.

**Step 5:** Once your elections are complete each benefit will have a green light in the status box. To proceed to the next step, click the button labeled "**Accept Benefits and Continue**."

**Step 6:** If you have not entered all required information, SmartBen will not process your enrollment. Click on any items in the **Enrollment Task List** and SmartBen will take you to the required page for corrections. Make your corrections, click Submit, Enroll or Save, whichever is applicable. Be sure to review any "Important Information" noted on this task page and click "Continue"

**Step 7:** You will now have the opportunity to **Review your Confirmation**. Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials to acknowledge your agreement before clicking "Continue" at the bottom.

**Step 8:** **Congratulations!** You have successfully completed the enrollment process. Select the **Print** button for a copy of your Confirmation Statement.

### Helpful Tips:

- ✓ **TIP:** Answer all questions related to your benefit choices.
- ✓ **TIP:** Use the Tab Key to navigate through the site. DO NOT use the Enter Key