

Flex Spending Accounts

Step	Action
1.	Next you will either select or waive your flex spending account. Review the minimum and maximum pay period contributions listed.
2.	Click the Next >> button at the bottom of the screen. 
3.	The check boxes for both the Flex Dependent and Flex Medical accounts are checked by default. You will have the opportunity to waive them later if you wish.
4.	Click the Next >> button. 
5.	The first screen allows you to either select or waive the option for the State Plan Dependent Care Reimbursement plan.
6.	Click the Next >> button. 
7.	You can either select or waive the State Plan Medical Flexible Spending Account. Make your selection by clicking the check box of your selection. If you select the State Plan Medical Flexible Spending Account plan you will need to click in the Enter Amount or Rate field for that plan and enter the dollar amount you want withheld. The amount you enter here is the amount withheld each pay period. For example, if you want \$10 withheld each pay period you would type “ 10 ” in this field. Note: You do not need to enter the dollar (\$) sign.
8.	Click the Next >> button. 
9.	You have completed this lesson. End of Procedure.