

# Your guide to enrolling online

## For Higher Education Employees

It's easy to enroll in a PayFlex® Flexible Spending Account (FSA). Simply visit your PayFlex member website to get started.

### Register your PayFlex account

1. Go to **stateoftn.payflexdirect.com**.
2. Enter your username and password. If you don't have a username and password, click **Register Now**.
3. Enter your **Social Security Number (SSN)** as the Member ID. Be sure to enter your SSN without dashes or spaces (e.g., 123456789).
4. Enter your 5-digit home zip code and click **Register**.
5. Create your own username and password.
6. Select a security question and enter an answer.
7. Enter your e-mail address and click **Confirm**.

After you register your account, you'll see **My Dashboard**. Now it's time to enroll in a PayFlex FSA.

### Enroll in your account

- After you log in, select **Online Enrollment** under *Quick Links* on the left hand navigation bar.
- Select your **Employer** from the drop down box (if prompted). You'll see the PayFlex account(s) available to you.
- Select the account(s) that you want to enroll in. If you don't want to enroll in a particular account, don't check the box.
- Enter the amount you want deducted from your paycheck each pay period.
  - Please note the minimum and maximum annual deductions are set by your employer. Your annual election is automatically calculated based on the number of pay periods provided by your employer.
- Click **Save My Elections**.
- Review the confirmation screen.
- Review and accept the terms and conditions. If you agree, click **Submit**.



You'll see a final confirmation screen. This page will show the accounts you successfully enrolled in. You'll also receive a confirmation e-mail from PayFlex.

### Stay connected to your account

To help you stay up to date on your account activity, sign up to receive electronic account notifications.

- From **My Dashboard**, select **My Settings**.
- Select the notification link. Enter your e-mail address twice.
- Select the notification(s) you wish to receive.
- Click **Submit**.

## Questions?

Visit **stateoftn.payflexdirect.com** or call us at **855-288-7936**. We're here to help Monday – Friday, 7 a.m. – 7 p.m. CT, and Saturday, 9 a.m. – 2 p.m. CT.

### **PayFlex Systems USA, Inc.**

This material is for informational purposes only and is not an offer of coverage. It contains only a partial, general description of plan benefits or programs and does not constitute a contract. It does not contain legal or tax advice. You should contact your legal counsel if you have any questions or if you need additional information. In case of a conflict between your plan documents and the information in this material, the plan documents will govern. Eligible expenses may vary from employer to employer. Please refer to your employer's Summary Plan Description ("SPD") for more information about your covered benefits. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about PayFlex, go to **payflex.com**.

Financial Sanctions Exclusions. If benefits provided by any agreement violate or will violate any economic or trade sanctions, benefits are immediately considered invalid. PayFlex cannot make payments for claims or services if it violates a financial sanction regulation. This includes sanctions related to a blocked person or a country under sanction by the United States, unless permitted under a written Office of Foreign Asset Control (OFAC) license. For more information, visit <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.

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