

# Your guide to enrolling online

## For Higher Education Employees

### If you had a 2017 account you just need to log in and select Online Enrollment

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

### If you did not have a 2017 account 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.**

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