Getting started

To enroll in a PayFlex® FSA account, go to HealthHub.com and click on Employee Account Login at the top of the page. If you have not registered your account, click on Register Now. Otherwise, login by entering your username and password and click Login.

Registering your account

- Click on Register Now and enter your Personnel number as the Member ID. Make sure to enter the number without dashes, spaces or leading zeroes (e.g., 123456). Then enter your 5-digit home zip code and click Register.
  *Your Personnel number is located in the upper left hand corner of your payroll statement.*
- If you do not know your Personnel number, contact The University Wide Administration Payroll office at 865.974.5251.
- Create your own username and password. Then re-enter your password to confirm.
- Select a security question and answer.
- Then enter your email address twice and click Confirm.
- After successfully registering your account, My Dashboard will be displayed and you will be able to access your account information.
- To receive electronic account notifications via eNotify, select My Settings at the top of the page.
  - Select Manage Notifications.
  - Enter your email address and then re-enter to confirm.
  - Then select the notifications you wish to receive and click Submit.

Enrolling in your PayFlex account

- After you have successfully logged in, select Online Enrollment under Quick Links on the left hand navigation bar of the My Dashboard screen.
  
  **Quick Links**
  - Online Enrollment
  - File a Claim
  - Manage My Debit Card(s)

- Select your Employer from the drop down box (if prompted).
- The PayFlex accounts that are available to you will be displayed. Select the account(s) that you wish to enroll in by checking each box. If you do not wish to enroll in a particular account shown, do not check the box.
Enter the amount you wish to have deducted from your paycheck each pay period in the space provided.

Your annual election will automatically be calculated based on the number of pay periods provided by your employer.

Please contact the University Wide Administration Payroll Office at 865.974.5251 if you have questions about the amount to deduct. Remember, do not deduct too much since you forfeit any unused amounts.

Click on Save My Elections. This will bring up a confirmation screen showing the account(s) you have selected to enroll in, your per pay deduction(s) and annual election(s). You will also see Terms and Conditions.

To complete the enrollment process, you need to review and accept these terms and conditions. If you agree, click Submit.

A final confirmation screen will be displayed, showing the accounts you have been successfully enrolled in. You will also receive a confirmation email from PayFlex confirming your enrollment.