

# ITS, Flexible Spending Account Enrollment Using Employee Self Service

1. Click *Payment and Benefits*
2. Click *Enrollment*
3. Select ITS Health Care or Dependent Care. Click the *Enroll* button below the plan you are selecting.
4. Click *STEP 1: Add Plan*
5. Enter **ANNUAL** election amount. Do not use dollar signs or commas when entering amounts. The **ANNUAL** election maximums are:  
 Dependent Care \$5000.00  
 Health Care \$2500.00
6. Click *Add Plan to Selection*
7. Repeat steps 3 through 6 if selecting both Dependent Care and Health Care Spending accounts.
8. The **ANNUAL** amount elected displays below the cost column.
9. Click *Edit Plan* or *Remove Plan* to change your election if needed.
10. Click *STEP 2: Review Enrollment* to display elections made.
11. Click **Save Election** to save.
12. You have now completed your enrollment for the next year. **PRINT THE BENEFIT CONFIRMATION FORM.** Verify the elected ITS/FSA plan(s) and amount(s) are correctly listed on the form.
13. **Keep your benefits confirmation form as proof of enrollment.**
14. Click *Log Off*

