

How to Change an Employee's FSA Election Amount

**1.**

Once you have logged into your account, select the **"Employees"** tab in the top navigation bar.

2.

In the **"Search Employee"** field, enter the employees name and click **"Search"** or manually search from the employee listing shown below.

3.

Once you find the employee, click on the **Employee Name.**

4.

Click on **"Benefits"** from the top menu.

5.

Select the appropriate **Benefit.**

6.

Click on the **"Election Info"** tab at the bottom of the screen.

7.

Enter the new election amount and click **"Save."**