

Internet Enrollment Instruction for the BESTflexSM Plan

Some important dates and information

Employer Name: Monroe County
BESTflex Plan Open Enrollment Period: 12/01/2014 - 12/17/2014
Plan Year Dates: 01/01/2015 - 12/31/2015
Program Code: 140382

Items you will need before you start Internet Enrollment

- Your Date of Hire
- A valid email address
- Your up-to-date bank account numbers and routing numbers from your personal check if you wish to add direct deposit or make changes to your current information on file

You can enroll from any computer with Internet access at any time during your Open Enrollment Period. If you do not have an e-mail address, please see your Human Resources Department.

**If you have ever enrolled in a prior plan year with Employee Benefits Corporation,
please skip to Part 2 – Log in and Make your Election.**

Part 1 – Setting up your “My Account Assistant” personal account

1. Using your internet browser, go to www.ebcflex.com
2. Click on “Participant Log-in” in the upper left.
3. Enter your Program Code (listed above) in the area in the lower right of the log-in page (see right) and click the “Begin” button.
4. On the next page, enter your Social Security Number and your Date of Birth, and then click on “Next”.
5. Enter all the information as requested on this page.
6. Log into your account with the credentials you have just created.

BESTflex Plan Program Code	
Enter your program code to enroll.	
<input type="text"/>	Begin

Part 2 – Log in and Make your Election

1. Using your internet browser, go to www.ebcflex.com
2. Click on “Participant Log-in” in the upper left and then log in. If you have not logged in previously, click on the “First Time Users, Activate Account” link to create your online access. Once complete, log into your account.
3. Navigate to the **Renewal** link at the top of the “My Account Assistant” page that opens. You can review your Current Plan Year election if you have one; to either enroll in the plan by making your election or to waive all FSA benefits this year, click the appropriate link.

You are currently in open enrollment. There are two options available for the upcoming plan year (M/D/YYYY - M/D/YYYY). [Click here](#) to make or edit your election. [Click here](#) to waive all FSA benefits. The employer will not accept paper enrollment forms.

4. If waiving, you are welcome to log out, or continue reviewing your account online. If you are enrolling, on the screen that follows, enter your elections for the upcoming plan year, and agree to the rounding verification, if applicable. You may also need to confirm an election for the Benny Card.
5. Click Next and then review and agree to the Conditions of Participation to enroll in the BESTflex Plan.
6. Click Next and review the Direct Deposit option and accept the terms to have your reimbursements deposited directly into your bank account.
7. Review the summary page. If you need to make any changes, click “Edit Enrollment Information”. If all of your information is correct, click “Finish” to complete the online process.
8. Before your plan year begins, you’ll receive an e-mail confirming your elections once your employer has reviewed them; if you do not see this e-mail in your inbox, it could be in your spam mailbox, so be sure to check there.

When you enroll over the Internet, a record of your election is created, indicating your acceptance of the terms of enrollment. Your elections are binding subject to your right to make changes according to the provisions of the plan and current laws.

If you have questions or difficulty enrolling online, please contact Participant Services at **800 346 2126** or email us at participantservices@ebcflex.com.



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