



Need Assistance?
Call FBA: 1-800-437-3539
Email FBA: flexdivision@flex-admin.com

Step One: Print these instructions if needed

Step Two: Go to <https://fba.wealthcareportal.com/>.

Step Three: Registration

- ☐ If you *have not yet* registered in the Flexible Benefit Administrators system you must follow the registration steps below in this section.
- ☐ If you are registered, login with your User Name and Password and skip to "**Step Four: Making Your 2023 Flexible Spending Account Plan Election(s)**" on the next page.
 - For login assistance call FBA, 1-800-437-3539 (**the FIT benefits department is unable to assist with login issues**).
- ☐ Click the **Register** button in the top-right corner of the home screen.
- ☐ On the **Register** page, enter the following:
 - **User Name:** Choose a user name using the guidelines noted in the gray box on the right side of the page. Your email address is recommended but it can be anything as long as it does not include spaces.
 - **Password:** Choose a password *using the guidelines* noted in the gray box on the right side of the page.
 - **Confirm Password:** Enter your password again.
 - **First name:** Your first name, as it appears on your FIT pay stub.
 - **Last name:** Your last name, as it appears on your FIT pay stub.
 - **E-mail address:** A valid e-mail address
 - **Registration ID:** Defaults to "Employer ID". In the box below enter **FBAFIT**.
 - **Employee ID:** Enter your FIT employee ID number (begins with @ followed by eight numbers)
- ☐ Check the **I accept Terms of Use** box
- ☐ Click **Next** and you will be taken to the next step of the registration process.
- ☐ Step 2 of the registration process is setting your four security questions. You will choose a relevant question from those available in the drop-down box for each of the questions and type your answers below. Click **Next** once you've finished.

Please note: Your security question answers are case sensitive.
- ☐ Step 3 of the registration process will have you confirm the email you entered previously. You can edit it, if needed; otherwise, click **Next**.
- ☐ Step 4 has you confirm your security questions and answer along with your personal information. If any changes are needed, you can click Edit Info; otherwise, click **Submit**.
- ☐ You will see a success screen after clicking submit. Click **Done** and you will be taken to your Personal Dashboard.

Step Four: Making Your 2023 Flexible Spending Account Plan Election(s)

1. From your Personal Dashboard, click on the button at the top of the screen within the Open Enrollment Banner that takes you to the online enrollment page.
2. There are two Flexible Spending Accounts and you may enroll in one or both:
 - a. The **Dependent Day Care Spending Account** is for 2023 expenses related to child and senior day care (maximum election amount is \$5,000).
 - b. The **Health Care Spending Account** is for 2023 eligible medical expenses for yourself and your eligible dependents (maximum election amount is \$3,050).
3. Click the **Enroll** button next to either Dependent Care FSA or Healthcare FSA. (Please disregard the **Waive** option.)
4. You will now be on the **Participant Demographics** page. This page contains information provided by FIT and *you will not have the ability to update it.*
 - Simply review your information. If your information is incorrect, **you should continue the 2023 enrollment process**; however, please send an email to hr_benefit@fitnyc.edu to provide your updated information.
 - Click **Next** at the bottom of the page to proceed to the Open Enrollment page. (**Please disregard “Save for Later” and “Cancel”**)
5. Enter your annual election in a flat dollar amount; **numbers only, no commas or periods.** Click the check box at the bottom of the page indicating you have elected to enroll in the selected account. Click the **Next** button (**disregard “Save for Later” and “Cancel”**).
6. You will now be on the Enrollment Application page. Please review your election and if you need to edit your election amount please do so where in the "account details" area on the page prior to submitting. If it is correct, click **Submit** at the bottom of the page and your enrollment is complete.
7. Once submitted and **Your application has been submitted** is displayed, please print the screen and retain for your records. Select **Done** and you will be taken to the Enrollment home page.
8. You will need to repeat steps 3 through 7 to elect an additional FSA plan (Health Care or Dependent Day Care) for calendar year 2023.

*** After you have made your 2023 election(s), you may login to the online enrollment system at any time during the annual enrollment period (Monday, 10/31/22 through Friday, 11/11/22) to make changes to your 2023 election.***