

## Online Open Enrollment Instructions – Flexible Spending Accounts

This process can be used to enroll in the Flexible Spending Account program for calendar year 2010. You can enroll in a Flexible Dependent Care Account and/or a Flexible Health Spending Account using this process. Please note: Enrollment from year to year is not automatic. **If you are currently participating, you must enroll again for 2010.**

### First steps:

- **Login to Pipeline (Contact the C&IT Help Desk at 313-577-4778, if you need assistance)**
- **Select the Employee Tab**
- **Select the Benefits and Deductions Link**

The system displays the Benefits & Deductions page. Each available option is displayed as a link.

#### 1. Select the Open Enrollment link.

## Wayne State University Self-Services

### Benefits & Deductions

[Open Enrollment](#)  
[Benefit Statement](#)

RELEASE: 6.1

Select the Open Enrollment link.

The system displays the Open Enrollment Summary Page

#### 2. Select the Start Open Enrollment button (or the Restart Open Enrollment button, if changes have previously been made).

Personal Information **Employee**

Search

### Open Enrollment Summary

Benefits Effective Date: Jan 01, 2010

Medical First Deduct Date: Dec 23, 2009

Group **Benefits Status**

Health No choices made in this group.

Flex Spending No choices made in this group.

Select the Start Open Enrollment button (or the Restart Open Enrollment button, if changes have previously been made).

#### 3. Select the Flex Spending link in the Group column.

Personal Information **Employee**

Search

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### Open Enrollment Summary

**NOTICE:** You must click on the submit button to complete your enrollment.

Benefits Effective Date: Jan 01, 2010

Medical First Deduct Date: Dec 23, 2009

Group **Benefits Status**

Health Pre-tax Health Insurance will be **continued** into the new year.

Flex Spending No choices made in this group.

Select the Flex Spending link in the Group column

The system displays the Open Enrollment Group Detail page. Each available Flexible Spending benefit option is displayed as a link.

**NOTE: You must enroll in the Flexible Spending program every year. Enrollment from one year to the next is NOT automatic.**

#### 4. Choose your 2010 Flexible Spending option.

Personal Information **Employee**

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### Open Enrollment Group Detail

Select the title of the benefit or deduction to update your choices.

Select Restart, if available, and your changes will be set back to current.

#### Flex Spending Group

FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321

FSA Health Care - ABS, Inc - Telephone: 1-800-521-1321 You have not selected this benefit deduction.

[Return to Open Enrollment Summary Page](#)

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Choose your 2010 Flexible Spending option.

The system displays the Open Enrollment Choice Detail page.

5. Enter your Annual Limit only.

6. Select the Add Choice button

Personal Information Employee

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Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

\* - indicates a required field.

FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321

Deduction Effective as of: Dec 17, 2009

Deduction Amount : [ ]

Deduction Annual Limit : \* 3333.33

Add Choice

Return to Open Enrollment Summary Page

Enter your Annual Limit only.

Select the Add Choice button

The system redisplay the Open Enrollment Group Detail page with the change itemized.

7. Click Next When finished.

Personal Information Employee

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Open Enrollment Group Detail

Select the title of the benefit or deduction to update your choices.

Select Restart, if available, and your changes will be set back to current.

Flex Spending Group

FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321 You have asked to start this benefit in the new year Deduction Amount 166.67 Deduction Annual Limit 3,333.33

FSA Health Care - ABS, Inc - Telephone: 1-800-521-1321 You have not selected this benefit deduction.

Reset Next

Return to Open Enrollment Summary Page

Click Next when finished.

The system redisplay the Open Enrollment page with the changes itemized.

8. Click the Submit button, when finished.

If you are enrolling in both the health and dependent care Flexible Spending programs, repeat steps 3-7.

Personal Information Employee

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Open Enrollment Summary

NOTICE: You must click on the submit button to complete your enrollment.

Benefits Effective Date: Jan 01, 2010

Medical First Deduct Date: Dec 23, 2009

FSA First Deduct Date: Jan 06, 2010

Group Benefits Status

Health Pre-tax Health Alliance Plan will be continued into the new year.

Flex Spending FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321 will be started in the new year.

Submit Reset Cancel

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Click the Submit button, when finished.

Submit – writes your changes to the database for processing; Reset – Deletes your session activity and reinstates your current plan information; Cancel – Cancels all online activity and “Starts Open Enrollment” again

9. A time-stamped Open Enrollment Action Summary will present. Print and keep this information for your records.

Wayne State University Self-Service

Open Enrollment Action Summary

PERSONAL INFORMATION MEDICAL PLAN BENEFITS STATUS

Open Enrollment Summary

Benefits Effective Date: Jan 01, 2010

Medical First Deduct Date: Dec 23, 2009

FSA First Deduct Date: Jan 06, 2010

Group Benefits Status

Health Pre-tax Health Alliance Plan will be continued into the new year.

Flex Spending FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321 will be started in the new year.

Flex Spending FSA Health Care - ABS, Inc - Telephone: 1-800-521-1321 will be started in the new year.

Reopen Open Enrollment

The system redisplay the Open Enrollment page.

10. Click EXIT to leave the Online Open Enrollment System.

You may reopen the process and change your selections as often as necessary until the Open Enrollment period ends on November 13, 2009.

Clicking Reopen Open Enrollment allows you to restart the process.

Personal Information Employee

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Open Enrollment Summary

Benefits Effective Date: Jan 01, 2010

Medical First Deduct Date: Dec 23, 2009

FSA First Deduct Date: Jan 06, 2010

Group Benefits Status

Health Pre-tax Health Alliance Plan will be continued into the new year.

Flex Spending FSA Dep Care - ABS, Inc - Telephone: 1-800-521-1321 will be started in the new year.

Reopen Open Enrollment

RETURN TO MENU SITE MAP HELP EXIT

Click EXIT to leave the Online Open Enrollment System.