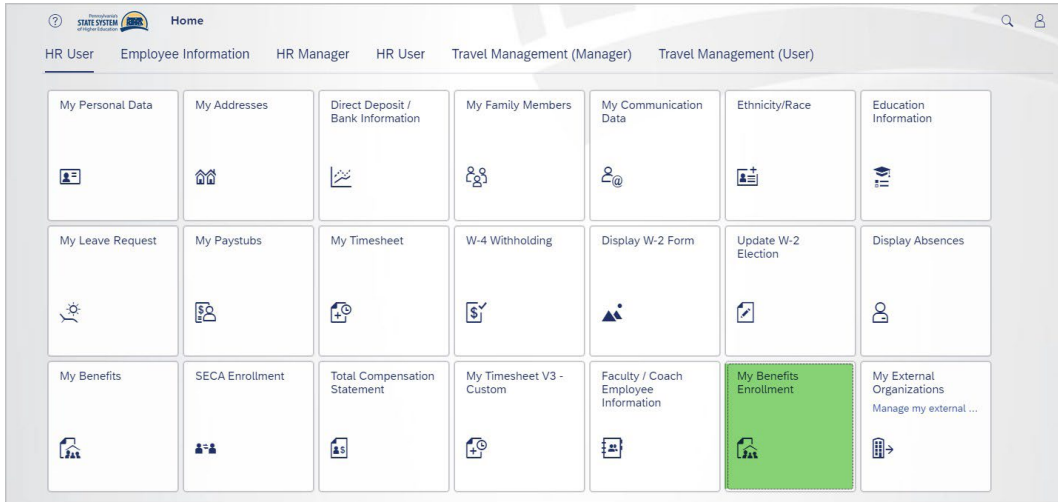


## Flexible Spending Account Enrollment through FIORI

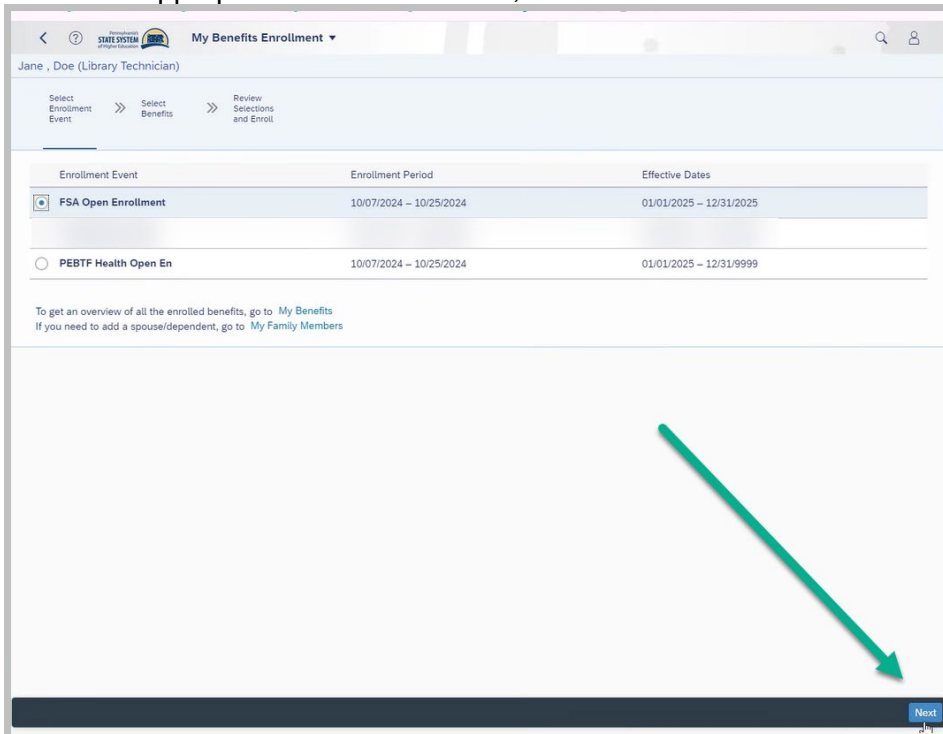
**IMPORTANT:** Elections are not finalized/submitted until all steps of the process have been completed and you receive the pop-up that states, "Success." **Please elect** to send yourself an email as proof of enrollment.

Access [FIORI](#) Self-Service then select the **My Benefits Enrollment** tile.



### 1. **Step 1 - Select the enrollment event.**

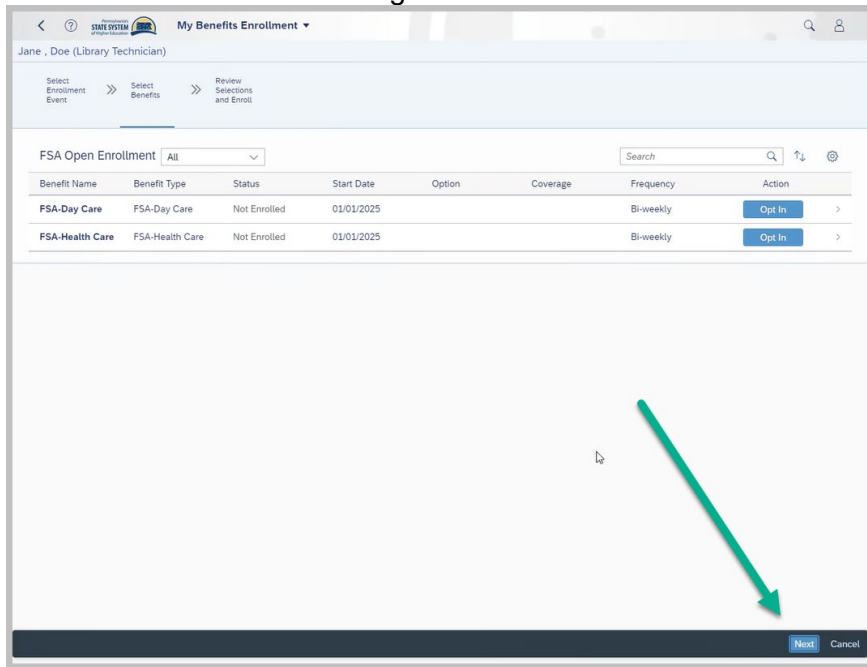
Select the appropriate enrollment event, then click the Next icon.



2. **Step 2 – Select the type of FSA Account**

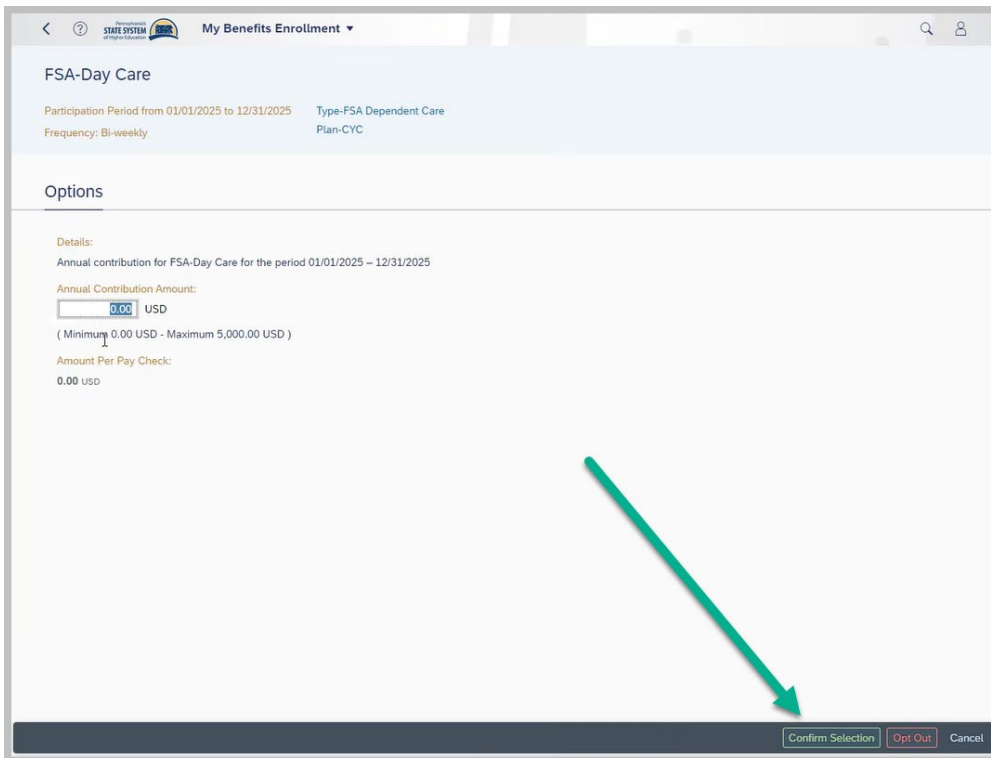
FSA–Day Care, for eligible dependents (age 12 & under) Day Care, Summer Camp, Elder Care, etc.  
FSA–Health Care, for medical expenses only, Copays, Prescriptions, Dental, Eyeglasses, etc.

Then select next in the bottom right



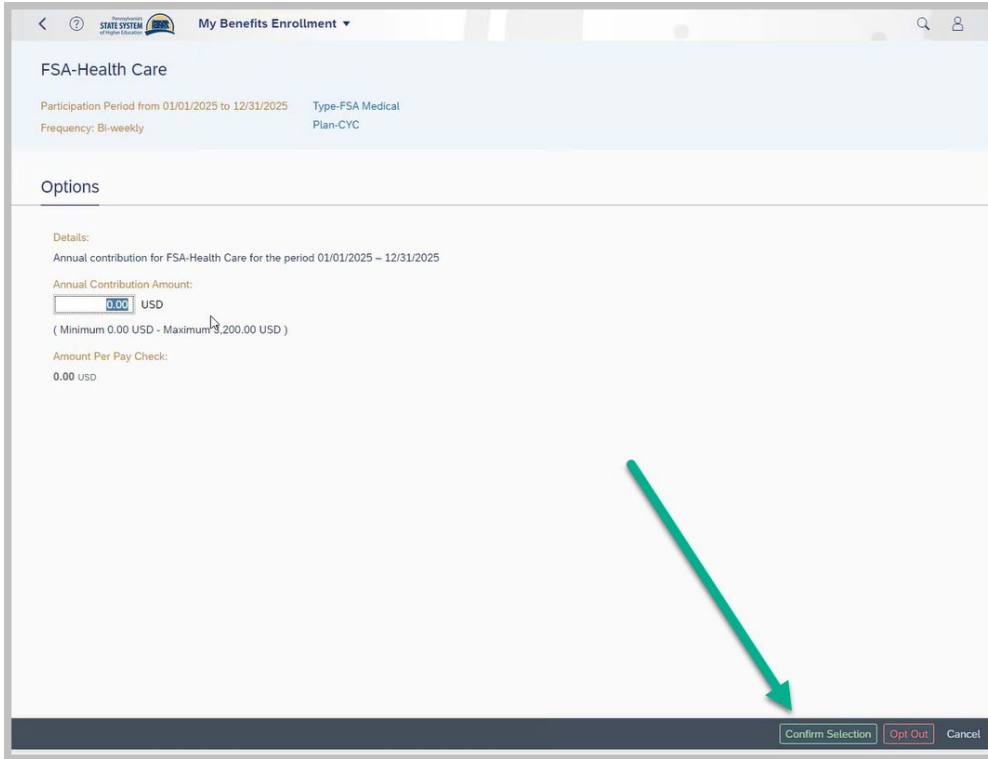
3. **Step 3 - FSA – Day Care**, (continue to step 4 if you did not choose the Day Care option) Elect the amount you choose for the 2025 year. The maximum is \$5,000 and expenses must be incurred between 1/1/2025 and 12/31/2025. This account does not have a carryover option.

Select Confirm Selection to continue



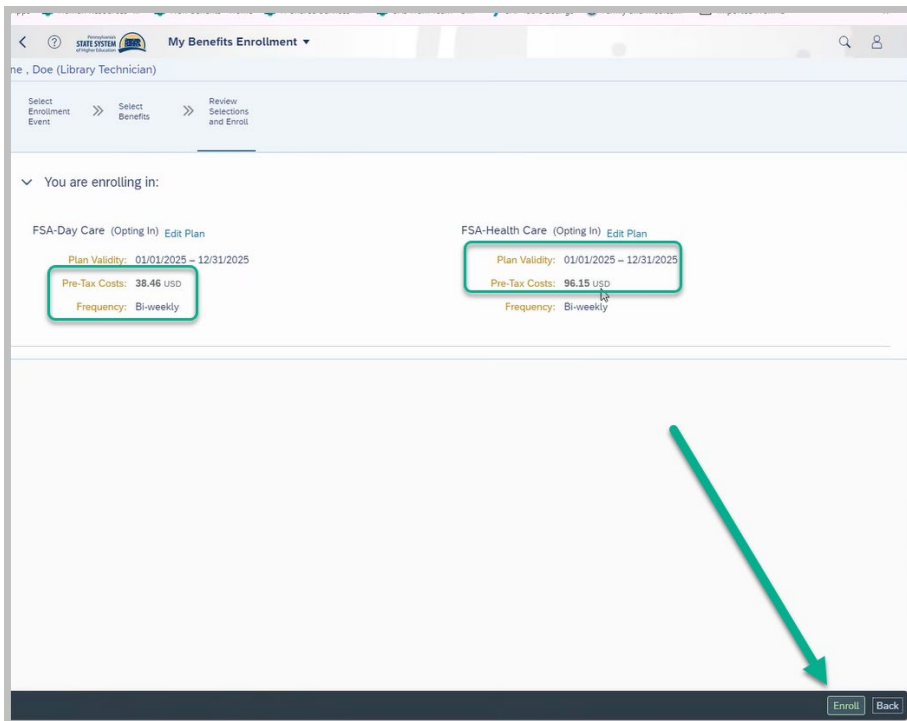
- 4. **Step 4 - FSA – Health Care**, (continue to step 5 if you did not choose the Health Care option) The maximum for 2025 \$3,200. The carryover option for this account is \$640 for 2025 into 2026.

Select Confirm Selection to continue



- 5. **Step 5 - After all changes have been made**, review your elections. The yearly amount and the cost per pay are both listed.

Select Enroll to continue



6. **Step 6 - Select Email Confirmation Statement to Me.**

By selecting to have your statement emailed, you have proof of your enrollment

