



Enroll in Universal Benefit Account[®] online.

During open enrollment, sign in to Universal Benefit Account to review your employer's benefit plans and make your benefit account selections.



1. Click **ENROLL NOW** in the bar at the top of your screen.

You can now enroll in benefit accounts. **ENROLL NOW**



HAVEN'T SIGNED IN YET? You'll need to **sign up** first before you can enroll.

Benefit plans are listed in the left navigation menu.

- 1 041719 - Healthcare FSA
- 2 Parking Account
- 3 Review Enrollment

041719 - Healthcare FSA

Your contribution

Your annual contribution amount

\$0.00

\$2,700.00 maximum

Approximate deductions per paycheck

\$0.00

\$51.92 maximum

2. Enter your contribution amounts and scroll down to review important benefit plan dates and details.

3. Click **Enroll and continue** to proceed, or **Skip** if you did not make any selections.

- You can also use the left navigation menu to move between benefit plans.

4. Click **Review enrollment** to go over your selections.

- To change a benefit plan election, click **Edit contribution**.
- To unenroll from a benefit plan, click **Unenroll**.

5. When all changes are complete, click **Done**.

TIPS

The annual amount you enter (*left*) is rounded down per paycheck.



The per paycheck amount you enter (*right*) automatically determines the annual contribution amount.



Benefit plans with a monthly election will not include the deduction per paycheck field.



Your employer may need to approve your enrollment after you make your selections.