

# Flexible Spending Account Open Enrollment 2009 Plan Year Making Online Elections

## I. Overview

Online enrollment is available again through PeopleSoft starting November 17, 2008. You may know it as Virtual Bryn Mawr or Virtual Registrar.

### Quick Hints

- You should receive a paper **Confirmation Form** through campus mail from Human Resources within five business days after completing your online enrollment. Please contact us if you don't receive this form or if the elections are not correct.
- You will have to go through several verification screens before the final submit. Make sure you see the final confirmation screen indicating your elections have been submitted before logging off.
- You can make your elections from any computer with Internet access. If you use a public computer, such as in a lab, a café, or the library, make sure you close the browser or clear the cache to safeguard your personal information when you're done.
- General information about the FSA Open Enrollment will be available at the Human Resources web site, [www.brynmawr.edu/humanresources](http://www.brynmawr.edu/humanresources).

## II. Getting help

If you need assistance with your PeopleSoft password, please contact the Computing Services Help Desk at x7440.

For general assistance and questions about making your elections, please call or e-mail:

Kris Twesme, HRIS Manager  
ktwesme@brynmawr.edu  
extension 7845

OR

Mary Eldon, Benefits Coordinator  
meldon@brynmawr.edu  
extension 5219

## III. Logging in

- Open a web browser.
- Navigate to [oscar.brynmawr.edu](http://oscar.brynmawr.edu) and click on the **Sign In** button under the "Virtual Bryn Mawr" heading. Enter your User ID and Password. Click the **Sign In** button.

## IV. Getting to Online Enrollment

Look for the menu item labeled **Self Service** and click on this link. Use the following navigation, clicking on the links in each successive menu:

1. Benefits
2. Benefits Enrollment

## V. Starting Your Elections

If you do not have an Open Enrollment "event" available, contact Human Resources.

Click the yellow **Select** button. It might take a few minutes to load your options.

You will see the main page from which you will update your elections. The **Enrollment Handbook** option will open a link to the online version of the Flex Booklet. Note: Using this link will open another window; you might have to disable your browser's pop-up blocker. If an option is available for you to change, you'll see a yellow **Edit** button next to it.

## VI. Elections

The default for the Flexible Spending Account is to waive any election: you must affirmatively choose to enroll in the medical care spending and/or dependent care spending account plan(s). If you want to make an election for 2009, click the **Edit** button next to that benefit.

- A. If you do not want to continue your spending account, choose the “No” radio button. Otherwise, choose the radio button next to the plan name and enter your election for the 2009 plan year in the Annual Pledge box that will appear.
- B. Click the **Continue** button to hold these choices. You will see a screen verifying your selection and the cost per pay period. If these choices are correct, click the **OK** button. If you need to change them, click the **Edit** button. When you click the **OK** button, you will be brought back to the first Benefits Enrollment screen.
- D. Once you have made all your changes, click the **Submit** button.
- E. You will get a final chance to edit or cancel your elections at the next screen titled *Benefits Enrollment – Submit Benefit Choices*. If you need to make any changes, click the **Cancel** button. If you’re ready to send your elections to Human Resources, read the **Authorize Elections** section and click the **Submit** button.