**Step One:** Print these instructions

**Step Two:** Go to [https://fba.wealthcareportal.com/](https://fba.wealthcareportal.com/).

**Step Three:** New User Registration (if you have not yet registered in the Flexible Benefit Administrators (FBA) system you are a new user)

1. Click the **Register** button in the top-right corner of the home screen.

2. On the **Register** page, enter the following:
   - **User Name**: Choose a user name. 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.
   - **Employee ID**: Enter your FIT employee ID number (begins with @ followed by eight numbers).
   - **Registration ID**: **FBAFIT** (enter in the box below **Employer ID**).

3. Check the **I accept Terms of Use** box.

4. Click **Next** and you will be taken to the next step of the registration process.

5. 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.*

6. Step 3 of the registration process will have you confirm the email you entered previously. You can edit it, if needed; otherwise, click **Next**.

7. 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**.

8. You will see a success screen after clicking submit. Click **Done** and you will be taken to your Personal Dashboard.
Step Four: Making Your 2022 Flexible Spending Account Plan Election(s)

1. From your Personal Dashboard, click on the banner at the top of the screen that says “You have plans available for enrollment. Do you want to enroll now?” to be taken to the 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 2022 expenses related to child and senior day care (maximum election amount is $5,000).
   b. The Health Care Spending Account is for 2022 eligible medical expenses for yourself and your eligible dependents (maximum election amount is $2,850).

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 2022 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. If it is correct, click Submit at the bottom of the page and your enrollment is complete.
   a. If the Annual Election amount in the bottom box is incorrect, click on Edit Info to return to the Election page.

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 2022.

*** After you have made your 2022 election(s), you may login to the online enrollment system at any time during the annual enrollment period (Monday, 11/1/21 through Friday, 11/12/21) to make changes to your 2022 election.***