



Need Assistance?
Call FBA: 1-800-437-3539
Email FBA: flexdivision@flex-admin.com

Step One: Print these instructions

Step Two: Go to <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.***