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

Enrolling Online in a 2027 Flexible Spending Account

Step One: Print these instructions if needed. **It is strongly recommended that you** 1) use a laptop or computer only (no mobile devices), 2) use the Google Chrome browser, and 3) clear your cache/cookies to avoid enrollment issues.

Step Two: Go to https://fba.wealthcareportal.com/

Step Three: Registration

- If you *are not* registered in the Flexible Benefit Administrators (FBA) system, follow the instructions in this section.
- If you are already registered and have an online account, log in with your User Id and Password and skip to "Step Four: Making Your Flexible Spending Account Plan Election(s)."
    - If you're asked to complete a Secure Authentication setup:
        - Click on **Begin Setup Now**
        - Select your security question(s) and provide your answer(s)
        - Click **Next**
        - Verify your security questions and answers, and your personal information.
            - If any changes are needed, click **Edit Info**
            - Otherwise, click **Submit**
        - Answer Your Security Questions
        - Create a New Password and click **Submit**
        - Sign in again
        - Answer Your Security Questions
- If you do not remember your FBA online account user Id or password, click on the "Let Us Help" links on the login page. If you need further assistance, call FBA at (800) 437-3539. The FIT benefits department cannot assist with registration or login issues.
- Click the **Register** button in the top-right corner of the home screen.
- On the **Register** page, enter the following:
    - **First name, last name, and zip code**: Enter these as they appear on your FIT pay stub.
        - Do not check the box below.
        - Click **Next**
    - **Employer ID:** Enter **FBAFIT**
    - **Employee ID**: Enter your FIT employee ID number (begins with @ followed by eight numbers)
        - Click **Next**
    - **User Id**: Enter a user Id **with no spaces** using the guidelines noted in the gray box on the right side of the page. Your email address is recommended.
    - **Email**: Enter a valid email address.
    - **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.
    - Click **Next**

- Select your security question(s) and provide your answer(s)
  - Click **Next**
- **Confirm Email**: Enter your email address again.
  - Click **Next**
- Verify your security questions and answers, and your personal information.
  - If any changes are needed, click **Edit Info**
  - Otherwise, click **Submit**
- After submitting, you will see a Success message
  - Click **Done,** and it will take you to your Personal Dashboard.

Step Four: Making Your Flexible Spending Account Plan Election(s)

1. From your Personal Dashboard, click on the blue **Click Here** button at the top of the webpage within the "Open Enrollment Reminder" banner, and it will take you to the enrollment page.

   There are two Flexible Spending Accounts; you may enroll in one or both. Please ensure you select the correct one when making your election.
   - The **Healthcare FSA (Flexible Spending Account)** is for eligible health care expenses (including dental) for yourself and your eligible dependents.
   - The **Dependent Care FSA (Dependent Care Account)** is for eligible child or dependent adult day care expenses.

   Click the **Enroll** button next to either Dependent Care FSA or Healthcare FSA; disregard the **Waive** option.

2. **Participant Demographics** page. This page contains information provided by FIT, and you cannot update it.
   - **If your information is *incorrect*, you should continue the enrollment process** and email hr_benefit@fitnyc.edu and provide your updated information.
   - Click **Next** at the bottom of the page to proceed; disregard the "Cancel" and "Save for Later" options.

3. Enter your **annual** election as a flat dollar amount; use **numbers only, no commas**. Check the box at the bottom of the page indicating you have elected to participate in the selected account. Click **Next**; disregard the "Cancel" and "Save for Later" options.

4. **Account Details** page. Review your election; if a change is needed, click on **Edit Account Details** to return to the Election page. If your election amount is correct, click **Submit** at the bottom of the page. Your enrollment will then be complete.

5. Once the **Your application has been submitted** message is displayed, click **Done**. This will take you back to the Enroll Online page, and you should see the status change from New to Completed in the account you enrolled in.
   - Repeat steps 3 through 5 to make an election in the other account option (Healthcare or Dependent Care) as needed.

6. On the Enroll Online page, ensure that you have enrolled in the correct account(s) with the correct annual election amount(s), and take a screenshot of the page for your records.

- If you need to make changes, follow the same steps and take a screenshot of the page for your records.

You may return to FBA's enrollment system at any time during the current annual open enrollment period to make changes to your 2027 election.