

Online Open Enrollment Instructions – Flexible Spending Accounts

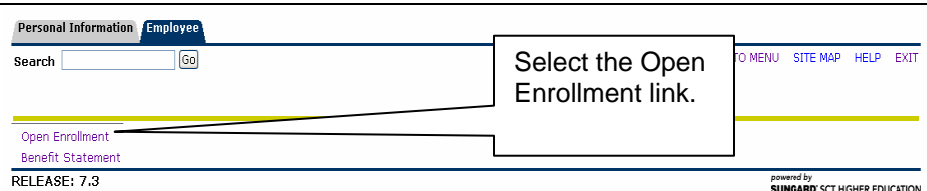
This process can be used to enroll in the Flexible Spending Account program for calendar year 2009. You can enroll in a Flexible Dependent Care Account and/or a Flexible Health Spending Account using this process. **Please note: Enrollment from year to year is not automatic. If you are currently participating, you must enroll again for 2009.**

First steps:

- **Login to Pipeline (Contact the C&IT Help Desk at 313-577-4778, if you need assistance)**
- **Select the Employee Tab**
- **Select the Benefits and Deductions Link**

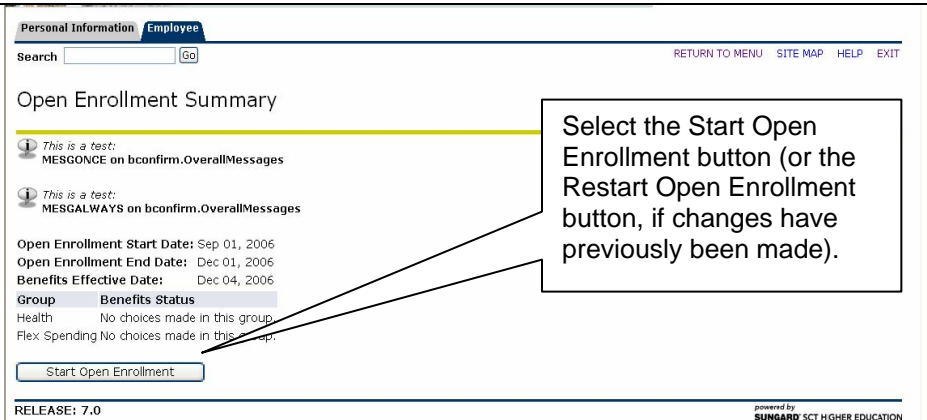
The system displays the Benefits & Deductions page. Each available option is displayed as a link.

1. Select the Open Enrollment link.



The system displays the Open Enrollment Summary Page

2. Select the Start Open Enrollment button (or the Restart Open Enrollment button, if changes have previously been made).



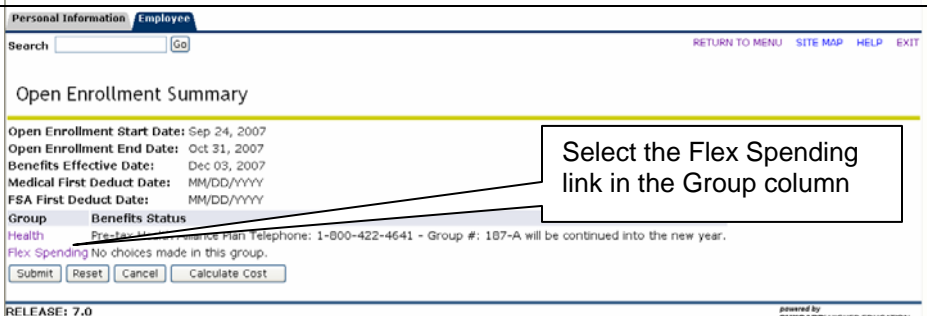
3. Select the Flex Spending link in the Group column.

Definitions:

Complete - Writes your changes to the database and redispays the page.

Restart – Restarts the open enrollment process, deletes changes from the database, reinstates benefit selections for the current year (the choices that were in effect before any changes were made), and redispays the page. This button is displayed only during the open enrollment period and after changes have been made.

Cancel – Removes all benefit choices made during the Open Enrollment process and redispays the “Start Open Enrollment” page.



The system displays the Open Enrollment Group Detail page. Each available Flexible Spending benefit option is displayed as a link.

NOTE: You must enroll in the Flexible Spending program every year. Enrollment from one year to the next is NOT automatic.

4. Choose the Flexible Spending option in which you wish to enroll (re-enroll) for 2009.

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The system displays the Open Enrollment Choice Detail page.

5. Enter your Annual Limit only. Click Submit.

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Click Submit.

The system redisplay the Open Enrollment Summary page with the change itemized and displays an Open Enrollment Action Summary.

6. Print the Open Enrollment Action Summary

7. Click EXIT to leave the Online Open Enrollment System

You may reopen the process and change your selections as often as necessary until the Open Enrollment ends on November 14, 2008.

Clicking Reopen Open Enrollment allows you to restart the process.

Click EXIT to leave the Online Open Enrollment System