

## Instructions

# FSA Online Access For Participants

### Forms needed?

1. Use the Forms drop-down and choose the form that you need.



2. Print the form and complete/process per instructions.

### Flexible Benefits Reimbursement Form

1. Print and complete
2. Fax form and specific receipts to 952-918-3622

### Questions?

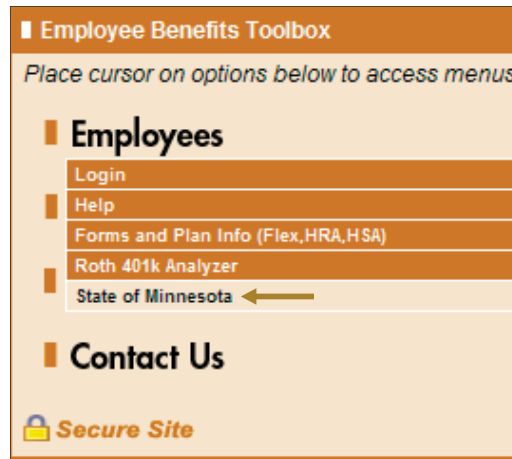
Contact our customer service center:

benefits@eidebailly.com

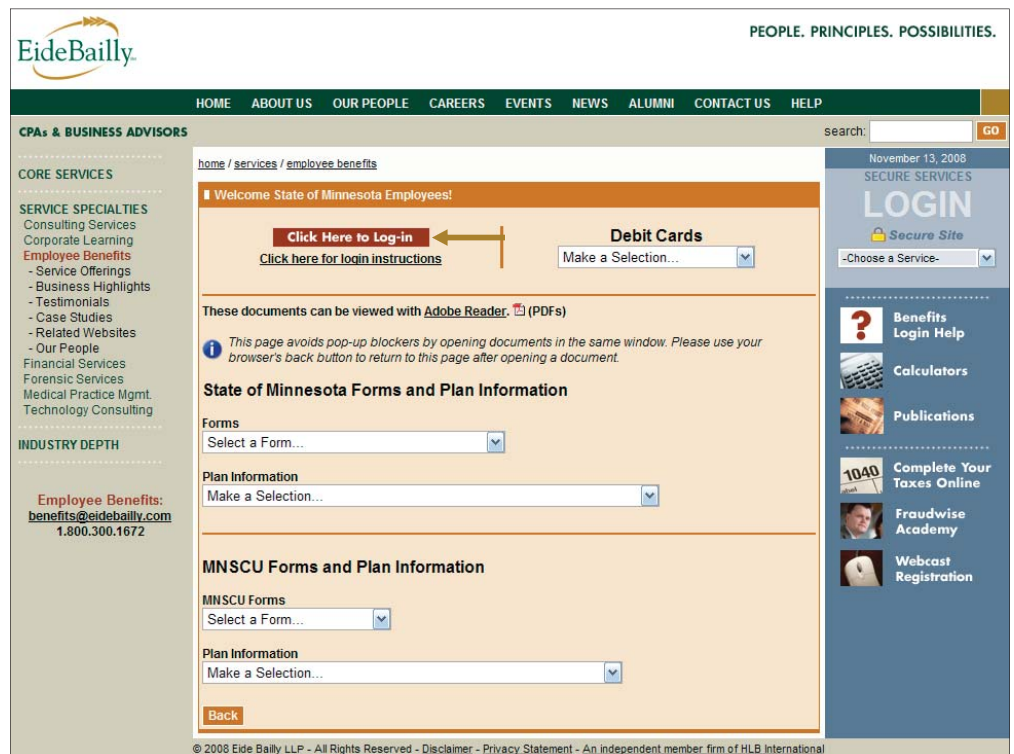
1.800.300.1672

### Login Instructions

1. In the *Employee Benefits Toolbox* navigate to *Employees – State of Minnesota* this will open the *Welcome State of Minnesota Employees!* page



2. On the *Welcome State of Minnesota Employees!* page click on the *Click Here to Log-In* button



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# FSA Online Access For Participants

### 3. LOGIN:

If you are not employed with the State of Minnesota or their affiliates, please use login instructions for first time login or returning participants.

For State of Minnesota employees and their affiliates, you must reestablish a unique user name and password effective January 14, 2009. Please see below for directions.

#### **State of Minnesota Employees (including MnSCU, MN House of Representatives and MN Historical Society) \*\*\*Please note new login procedures\*\*\***

In order to create your own unique login, you will need to provide a one time user name and password. Your ID number for the pre-tax account is a twelve digit number composed of your State employee ID (eight digits) plus the last four digits of your social security number. To create your own login, use the first NINE digits of your pre-tax ID as your username and the last four digits of your social security number as your initial password. For example: If your employee ID number is 12345678 and your Social Security Number is 123456789, your user name is 123456786 and your password is 6789. You will then be prompted to create a new, unique username and password. The password is case sensitive and must contain at least six characters, one of which must be a number. Enter an email address (or leave blank if you choose) to be used if you lose your password. Enter a security question and answer. Click on “Create the User.”

#### **Affinity Plus Credit Union, MAPE, MN Humanities Commission, MN State Senate, MN State Fair, Enterprise Technologies, MN Joint Underwriting, and MN Middle Mgt. Employees \*\*\*Please note new login procedures\*\*\***

Enter your social security number as the User Name and last four digits of that same number as your PIN. Click on the “Log in” button. A new screen will open to “Set Up Your New Account.” In the User Name and Password field, type in a unique User Name and password. The password is case sensitive and must contain at least six characters, one of which must be a number. Enter an e-mail address to be used if you lose your password. Enter a security question and answer. Click on “Create the User.”

#### **FIRST TIME LOGIN**

Enter your social security number or alternate nine digit ID number as the User Name and the last four digits of that same number as your PIN. Click on the “Log In” button. A new screen will open to “Set Up Your New Account.” In the User Name and Password field, type in a unique User Name and password. The password is case sensitive and must contain at least six characters, one of which must be a number. Enter an email address (or leave “none” if you do not have one) to be used if you lose your password. Enter a security question and answer. Click on “Create the User.”

#### **RETURNING PARTICIPANTS**

If you have forgotten your password, click on the link “Forgot Your Password” below, enter your User Name and Submit. At that time, you will be asked your security question. Type in the answer and Submit and a randomly generated password will be sent to you in an email. When you return to the FSA Online System click on the “Change Your Password” link below, input your User Name, the random password and enter a new password (and confirm it) and click the “Change Password” button. It will accept the new password and you will be back to the login screen. Enter your User Name and the newly created password. Note: If you did not enter an email when setting up your account or have forgotten your User Name, you will need to contact Eide Bailly at 1.800.300.1672 to have your account reset.