

How to Enroll in the Flexible Spending Account (FSA) Plan

1. Go to Benefit Resource, Inc.'s enrollment website at: <http://www.benefitresource.com>.
2. Click the "*Participants*" tab at the Secure Login.
*A secure Website will open in a new window titled *Participant Login**
3. **Company Code:** geneseocsd

Member ID: Your full Social Security Number (no spaces or dashes).

Password: 5 digit home zip code (Please note, you will be prompted to change your password upon initial log-in).
4. Click "FSA Enrollment" under FSA and /or HRA Information.
5. Verify or enter your correct home address, e-mail address and phone number as well as your date of birth. If you update your address, please be sure to also inform your Human Resource Dept. of the change. At the bottom of the screen, click "*Continue.*"
6. On the *Plan Year Election(s)* screen enter the dollar amount you would like to set aside for the plan year. Click "*Continue.*"
7. On the verification screen please be sure the amount is correct and then click "*Confirm Election(s).*"
8. Read the agreement and then click "*I Agree.*"
9. Print out the *FSA Enrollment* Confirmation Statement page for your records.

Questions?

Call Benefit Resource Participant Services
at 800-473-9595.

Representatives are available to assist you
Monday-Friday, 8am-8pm (Eastern Time).