

Access your Flexible Spending Account online by logging into:  
[www.MyFSAExpress.com](http://www.MyFSAExpress.com)

STEP  
1

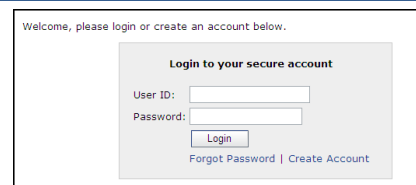
CLICK THE RED “MY ACCOUNT” BUTTON:



STEP  
2

**LOGIN**

Enter your **User ID** and **Password** and click the “**Login**” button. If this is your first time accessing your account, click the “**Create Account**” link.



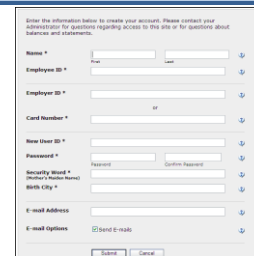
**PLEASE NOTE:** If you have already created an account please proceed to **step 4**.

STEP  
3

**CREATE ACCOUNT**

Enter your personal information and create a **User ID** and **Password** to access the site in the future. Please note:

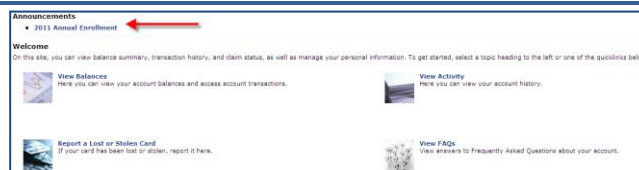
**Employee ID: Social Security Number**  
**Employer ID: BEXDELTRAN**



STEP  
4

**ENROLL IN YOUR FSA ACCOUNT**

After logging in, you will see the Welcome Screen pictured below. Click on the **2012 Annual Enrollment** link to access your enrollment.



**YOUR ACTION NEEDED!**

You will see **ALL** FSA plans you are eligible to enroll in. Click **Enroll Now** to make an election or **Waive Now** if you choose not to participate

| Enrollment Summary   |                     |          |            |        |            |           |
|--|---------------------|----------|------------|--------|------------|-----------|
| Below are benefit plans that you are eligible to enroll. Please click on the "Enroll Now" or "Waive Now" link under the Action column to either enroll or waive your enrollment for each plan. |                     |          |            |        |            |           |
| Plan Name  | Plan Year           | Election | Dependents | Status | Action     |           |
| Dependent Care Account - DCA   | 01/01/11 - 12/31/11 | \$0.00   | N/A        | New    | Enroll Now | Waive Now |
| Flexible Spending Account - FSA  | 01/01/11 - 12/31/11 | \$0.00   | N/A        | New    | Enroll Now | Waive Now |

If you choose to participate, enter the **annual amount** that you wish to contribute to each plan. After you accept your enrollment into the plan and click **save** and then **next**.

STEP  
6

**CONFIRM**

After you've confirmed your election click **FINISH**. You will be taken back to the main screen and will be allowed to make changes as long as your enrollment period is open.

Please contact Benefit Express toll free at **877-837-5017** or email [help@mybenefitexpress.com](mailto:help@mybenefitexpress.com) if you have questions.