

# MAKE YOUR ELECTION ONLINE: Annual Open Enrollment

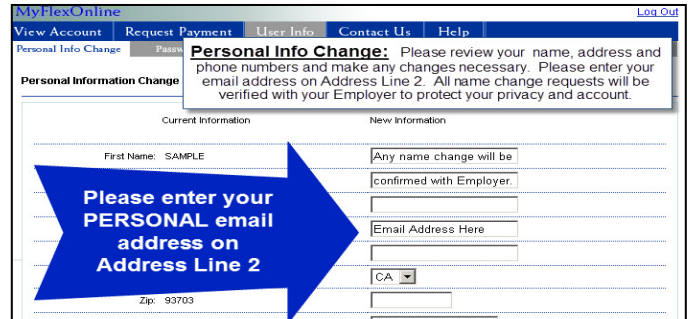
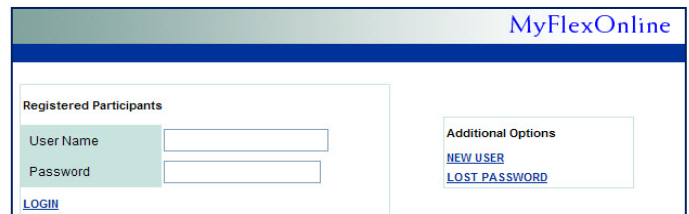
## Step 1 - Log Into Your Account

Go to [FlexToday.com](http://FlexToday.com) and click on Secure Employee Login to log into your account. If new to the system, use the New User option to setup your account. If you can't log in, try the "Lost Password" link to have the system send information to your email. If you can't answer the security question or don't know which email address you used, please call us at 800-995-5373.



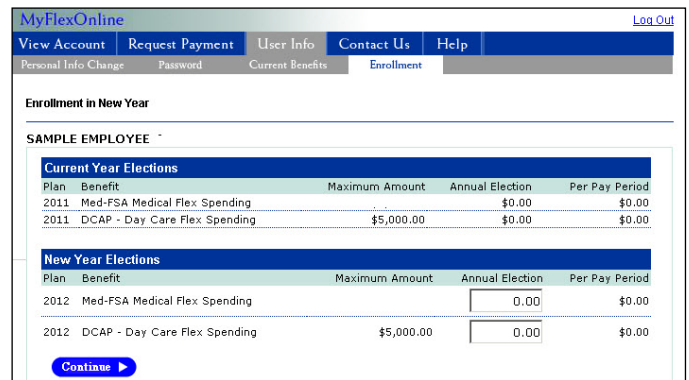
## Step 2 - Update Your Personal Information

Once you are logged in, go to the [User Info](#) tab and then the [Personal Info Change](#) tab. Please review your personal information, make any changes and enter your **personal email address on Address line 2**. Then click [Continue](#) to submit.



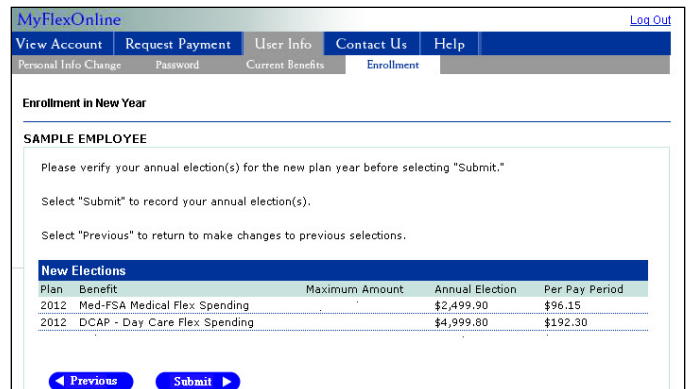
## Step 3 - Make Your Election

From the [User Info](#) tab, click the [Enrollment](#) tab to make your election. If you are a current participant, your elections will show in the Current Year Election. Enter your elections in the New Plan Year section and Annual Election. A "\$0.00" election means you are waiving the benefit for the year.



## Step 4 - Confirm & Print

After you click [Continue](#), the system will ask you to confirm your elections. By clicking [Submit](#), you are agreeing to the terms and conditions of the Plan detailed in the Summary Plan Description. The system will send you an automatic email to confirm but we suggest you print the confirmation page for your records.



**DEBIT CARD:** To order your debit card, click the button "I would like to request a Debit Card" when prompted. Please **do not** enter **your name** in the box at the bottom of the Request Debit Card tab; that field is for the name of the dependent (spouse or child) if you want to order a second card.

Your new election will show online on the first day of the new plan year. While you can change your election during the open enrollment period, the system will only recognize the first election. If you change your elections after you have submitted an online election, please contact us at [Flex@FlexToday.com](mailto:Flex@FlexToday.com).

**Have questions? Need help? Call FlexToday at 1-800-995-5373**